

**CITY OF STARKVILLE  
RECOMMENDATION FOR BOARD ACTION**

**AGENDA ITEM NO: IV-A  
AGENDA DATE: 09/06/2011  
PAGE: 1 of many**

**SUBJECT:** MINUTES OF JULY 19, 2011 RECESS MEETING

**AMOUNT & SOURCE OF FUNDING:** \_\_\_\_\_

**FISCAL NOTE:**

**REQUESTING  
DEPARTMENT:** Administration

**DIRECTOR'S  
AUTHORIZATION:** Markeeta Outlaw, City Clerk

**FOR MORE INFORMATION CONTACT:** Markeeta Outlaw

**PRIOR BOARD ACTION:**

**BOARD AND COMMISSION ACTION:**

**PURCHASING:**

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**AUTHORIZATION HISTORY:**

<u>AMOUNT</u>	<u>DATE – DESCRIPTION</u>
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**STAFF RECOMMENDATION:** RECOMMEND APPROVAL

**SUGGESTED MOTION:** Move approval of the Minutes of the July 19, 2011 Regular Recess Meeting of the Mayor and Board of Aldermen (as presented or with noted corrections)

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**MINUTES OF THE REGULAR MEETING  
OF THE MAYOR AND BOARD OF ALDERMEN**

**The City of Starkville, Mississippi  
July 19, 2011**

Be it remembered that the Mayor and Board of Aldermen met in a Recess Meeting on July 19, 2011 at 5:30 p.m. in the Courtroom of City Hall, located at 101 E. Lampkin Street, Starkville, MS. There being present were Mayor Parker Wiseman, Aldermen Ben Carver, Sandra Sistrunk, Eric Parker, Richard Corey, Jeremiah Dumas, Roy A. Perkins and Henry Vaughn, Sr. Attending the Board were City Attorney Chris Latimer and City Clerk Markeeta Outlaw.

**Mayor Parker Wiseman** opened the meeting by asking those in attendance to recite the Pledge of Allegiance, which was immediately followed by a moment of silence.

**REQUESTED REVISIONS TO THE OFFICIAL AGENDA**

**Alderman Richard Corey** requested the following changes to the July 19, 2011 Official Agenda:

**Add to Consent Item X-A** regarding appointing Briar Jones to the Historic Preservation Commission to fill the vacant position with term ending July 1, 2014.

**Add to Consent Item XI-B-1** regarding Planning and Zoning Item FP 11-05: A request by Tabor Properties, LLC for approval of the "Buffalo Wild Wings/University Club Condominiums" Final Subdivision Plat in a C-2 (General Business) Zoning District located at 701 and 703 Spring Street in Ward 4, with 10 conditions as recommended by the Starkville Planning and Zoning Commission.

**Add to Consent Item X1-B-2** regarding Planning and Zoning Item FP 11-06: A request by Tabor Properties, LLC for approval of the "University Club Condominiums" Final Condominium Plat in a C-2 (General Business) Zoning District located at 701 Spring Street in Ward 4, with 10 conditions as recommended by the Starkville Planning and Zoning Commission.

**Add to Consent Item X1-B-4** regarding Planning and Zoning Item FP 11-08: A request by Mr. Mike Brent for approval of the "University Crossing - Revision #2" Final Condominium Plat in a C-2 (General Business) Zoning District located at the 600 Block of MS Highway 12 East in Ward 4, with 10 conditions as recommended by the Starkville Planning and Zoning Commission.

**Alderman Jeremiah Dumas** requested the following changes to the July 19, 2011 Official Agenda

**Add to Consent Item XI-B-3** regarding Planning and Zoning Item FP 11-07: A request by Mr. Mike Brent for approval of the "Stark Crossing - Phase 4 Revision" Final Subdivision Plat in a C-2 (General Business) Zoning District Located at the Northeastern Corner of Eudora Welty Dr. and Abernathy Dr. in Ward 1, with 11 conditions as recommended by the Starkville Planning and Zoning Commission.

**Add to Consent Item X-B** regarding advertising for bids on the clearing and clean up of the Brush Arbor Cemetery located on University Drive in accordance with the authority of the City under MS Code § 21-37-21.

1.

**A MOTION TO APPROVE  
THE OFFICIAL AGENDA AS REVISED**

There came for consideration the matter of approving and adopting the July 19, 2011 Official Agenda of the Recess Meeting of the Mayor and Board of Alderman, as revised. After discussion, and

Upon the motion of Alderman Richard Corey, duly seconded by Alderman Henry Vaughn, Sr., to approve the July 19, 2011 Official Agenda as modified with items listed as consent, the Board voted unanimously in favor of the motion.

Having received no objections to consent items, the Mayor declared the consent items approved.

**OFFICIAL AGENDA**

**THE MAYOR AND BOARD OF ALDERMEN**

**OF THE**

**CITY OF STARKVILLE, MISSISSIPPI**

RECESS MEETING OF TUESDAY, JULY 19, 2011  
5:30 P.M., COURT ROOM, CITY HALL  
101 EAST LAMPKIN STREET

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

\*\*\*\*\**ITEMS SHOWN IN ITALICS WITH AN ASTERISK HAVE BEEN ADDED, ~~DELETED~~ OR MODIFIED FROM THE ORIGINAL AGENDA.*

**I. CALL THE MEETING TO ORDER**

**II. PLEDGE OF ALLEGIANCE AND A MOMENT OF SILENCE**

**III. APPROVAL OF THE OFFICIAL AGENDA**

A. CONSIDERATION OF THE APPROVAL OF THE CONSENT AGENDA (SEE APPENDIX A)

**IV. APPROVAL OF BOARD OF ALDERMEN MINUTES**

A. CONSIDERATION OF THE APPROVAL OF THE MINUTES FROM THE RECESS MEETING OF THE BOARD OF ALDERMEN MEETING OF JUNE 21, 2011.

**V. ANNOUNCEMENTS AND COMMENTS**

MAYOR'S COMMENTS:

INTRODUCTION OF NEW EMPLOYEES:

**BOBBIE JORDAN** – LANDSCAPE DIVISION OF SANITATION AND ENVIRONMENTAL SERVICES

**THALMUS MORGAN** – LANDSCAPE DIVISION OF SANITATION AND ENVIRONMENTAL SERVICES

PRESENTATION OF RETIREMENT PLAQUES:

<b>LARRY WALLACE</b>	—ELECTRIC DEPARTMENT
<b>MARCUS ANDERSON</b>	—ELECTRIC DEPARTMENT
<b>SARAH MCHANN</b>	—BUILDING, CODES, & PLANNING
<b>GERRY WARD</b>	—WASTEWATER
<b>DAVID PUTT</b>	—MAINTENANCE SHOP
<b>GLENN BEVERLY</b>	—LANDSCAPE & LANDFILL DIVISIONS
<b>MIKE COLLINS</b>	—FIRE DEPARTMENT
<b>KEITH KINARD</b>	—FIRE DEPARTMENT

BOARD OF ALDERMEN COMMENTS:

**VI. CITIZEN COMMENTS**

**VII. PUBLIC APPEARANCES**

\*\*\*\*\* ~~A. PUBLIC APPEARANCE BY MS. HELEN TAYLOR PROVIDING ADDITIONAL DETAILS AND INFORMATION ON THE GRANT REQUEST FOR BRICKFIRE PROJECT, INC. FOR A NEW FACILITY.~~

**VIII. PUBLIC HEARING**

- A. SECOND PUBLIC HEARING ON AMENDING THE SOLID WASTE ORDINANCE 2010-3 AND THE CITY OF STARKVILLE CODE OF ORDINANCES CHAPTER 54 TO PROVIDE FOR A NOMENCLATURE CHANGE, CHANGE IN RUBBISH REQUIREMENTS AND OTHER RELATED MATTERS.

**IX. MAYOR'S BUSINESS**

*THERE IS NO MAYOR'S BUSINESS SCHEDULED*

**X. BOARD BUSINESS**

- A. CONSIDERATION OF MAKING AN APPOINTMENT TO THE HISTORIC PRESERVATION COMMISSION FOR THE VACANT POSITION WITH A TERM ENDING JULY 1, 2014.
- B. CONSIDERATION OF ADVERTISING FOR BIDS ON THE CLEARING AND CLEAN UP OF THE BRUSH ARBOR CEMETERY LOCATED ON UNIVERSITY DRIVE IN ACCORDANCE WITH THE AUTHORITY OF THE CITY UNDER MS CODE §21-37-21.

### C. CONSIDERATION OF THE APPROVAL OF THE WATKINS, WARD AND STAFFORD ENGAGEMENT LETTER FOR THE ANNUAL CITY OF STARKVILLE AUDIT FOR THE FISCAL YEAR 2011.

### D. CONSIDERATION OF RENAMING REED ROAD TO GARRARD ROAD FROM THE INTERSECTION OF REED ROAD AND GARRARD ROAD TO THE WESTERN CITY LIMITS OF STARKVILLE; RENAMING PAT STATION ROAD TO GARRARD ROAD FROM THE INTERSECTION OF OLD WEST POINT ROAD TO THE EASTERN CITY LIMITS OF STARKVILLE AND APPROVING THE NAME GARRARD ROAD FOR THE PORTION OF THE EAST/WEST ROAD CURRENTLY UNDER CONSTRUCTION.

### E. CONSIDERATION OF CHANGING THE ROAD DESIGN AND THE TRAFFIC CONTROL STRUCTURE OF GARRARD ROAD WHERE IT INTERSECTS REED ROAD INTO A 3-WAY TRAFFIC STOP.

### F. CONSIDERATION OF APPROVING THE PLACEMENT OF A TRAFFIC LIGHT SIGNAL AT THE INTERSECTION OF GARRARD ROAD AND NORTH MONTGOMERY STREET.

G. CONSIDERATION OF AMENDING THE SOLID WASTE ORDINANCE 2010-3 AND THE CITY OF STARKVILLE CODE OF ORDINANCES CHAPTER 54 TO PROVIDE FOR A NOMENCLATURE CHANGE, CHANGE IN RUBBISH REQUIREMENTS AND OTHER RELATED MATTERS.

H. BUDGET COMMITTEE REPORT

1. CONSIDERATION OF CALLING FOR A PUBLIC HEARING AT THE REGULAR MEETING OF AUGUST 2, 2011, ON THE PROPOSED CITY OF STARKVILLE BUDGET FOR THE UPCOMING FISCAL YEAR 2012.

\*\*\*\*\* I. *UPDATE ON THE HUGHES CONSTRUCTION HOUSING PROJECT LOCATED ON REED ROAD NORTH OF HOSPITAL ROAD.*

#### **XI. DEPARTMENT BUSINESS**

A. AIRPORT

*THERE ARE NO ITEMS FOR THIS AGENDA*

B. BUILDING, CODES AND PLANNING DEPARTMENT

1. CONSIDERATION TO APPROVE P&Z ITEM #FP 11-05: A REQUEST BY TABOR PROPERTIES, LLC FOR APPROVAL OF THE "BUFFALO WILD WINGS/UNIVERSITY CLUB CONDOMINIUMS" FINAL SUBDIVISION PLAT IN A C-2 (GENERAL BUSINESS) ZONING DISTRICT LOCATED AT 701 & 703 SPRING STREET IN WARD 4.

2. CONSIDERATION TO APPROVE P&Z ITEM #FP 11-06: A REQUEST BY TABOR PROPERTIES, LLC FOR APPROVAL OF THE "UNIVERSITY CLUB CONDOMINIUMS" FINAL CONDOMINIUM PLAT IN A C-2 (GENERAL BUSINESS) ZONING DISTRICT LOCATED AT 701 SPRING STREET IN WARD 4.

3. CONSIDERATION TO APPROVE P&Z ITEM #FP 11-07: A REQUEST BY MR. MIKE BRENT FOR APPROVAL OF THE "STARK CROSSING—PHASE 4 REVISION" FINAL SUBDIVISION PLAT IN A C-2 (GENERAL BUSINESS) ZONING DISTRICT LOCATED AT THE NORTHEASTERN CORNER OF EUDORA WELTY AND ABERNATHY DRIVES IN WARD 1.

4. CONSIDERATION TO APPROVE P&Z ITEM #FP 11-08: A REQUEST BY MR. MIKE BRENT FOR APPROVAL OF THE "UNIVERSITY CROSSING—REVISION #2" FINAL CONDOMINIUM PLAT IN A C-2 (GENERAL BUSINESS) ZONING DISTRICT LOCATED AT THE 600 BLOCK OF MS HIGHWAY 12 EAST IN WARD 4.

C. OFFICE OF THE CITY CLERK

### 1. REQUEST APPROVAL OF THE CITY OF STARKVILLE CLAIMS DOCKET FOR ALL DEPARTMENTS EXCEPT THE FIRE DEPARTMENT AS OF JULY 14, 2011.

### 2. REPORT OF THE RECEIPTS AND EXPENDITURES FOR PERIOD ENDING JUNE 30, 2011, IN ACCORDANCE WITH §21-35-13 OF THE MISSISSIPPI CODE OF 1972 ANNOTATED.

D. COURTS

*THERE ARE NO ITEMS FOR THIS AGENDA*

E. ELECTRIC DEPARTMENT

### 1. REQUEST APPROVAL OF A RESOLUTION FOR THE LEASE PURCHASE AGREEMENT WITH REGIONS EQUIPMENT FINANCE CORPORATION APPROVED BY THE BOARD OF ALDERMEN AT THE RECESS MEETING OF APRIL 19, 2011.

2. PRESENTATION ON THE PROPOSED REORGANIZATION AND STRUCTURE OF THE ELECTRIC DEPARTMENT AND A REQUEST FOR AUTHORIZATION TO ALLOW THE PERSONNEL DIRECTOR TO PROCEED WITH JOB DESCRIPTION CHANGES AND ADVERTISING FOR VACANT POSITIONS.

F. ENGINEERING AND STREETS

*THERE ARE NO ITEMS FOR THIS AGENDA*

G. FIRE DEPARTMENT

*THERE ARE NO ITEMS FOR THIS AGENDA*

H. INFORMATION TECHNOLOGY DEPARTMENT

*THERE ARE NO ITEMS FOR THIS AGENDA*

I. PERSONNEL

1. REQUEST APPROVAL TO HIRE PAMELA DANIEL TO FILL THE VACANT POSITION OF ASSISTANT CITY PLANNER.

### 2. REQUEST APPROVAL TO ADVERTISE TO FILL THE VACANT POSITION OF DRIVER IN SANITATION & ENVIRONMENTAL SERVICES DEPARTMENT.

### 3. REQUEST APPROVAL TO ADVERTISE TO FILL THE VACANT POSITION OF DEPUTY COURT CLERK IN MUNICIPAL COURT DEPARTMENT.

4. REQUEST APPROVAL TO PROMOTE LEE KELLUM TO THE VACANT POSITION OF LIEUTENANT IN THE FIRE DEPARTMENT.

### 5. REQUEST APPROVAL TO ADVERTISE TO FILL THE VACANT POSITION OF FIREFIGHTER IN THE FIRE DEPARTMENT.

### 6. REQUEST APPROVAL TO ADVERTISE TO FILL VACANT POSITIONS OF SERGEANT IN THE FIRE DEPARTMENT.

7. REQUEST APPROVAL OF THE REVISED JOB DESCRIPTION FOR THE POSITION OF WAREHOUSE MANAGER IN THE ELECTRIC DEPARTMENT AND AUTHORIZATION TO ADVERTISE TO FILL THIS POSITION.

8. REQUEST APPROVAL OF THE JOB DESCRIPTION FOR THE POSITION OF SERVICE TECHNICIAN IN THE ELECTRIC DEPARTMENT, APPROVAL TO ADVERTISE TO FILL THE POSITION AND APPROVAL TO CHANGE THE TITLE OF THE COLLECTOR POSITION TO THAT OF SERVICE TECHNICIAN.

9. REQUEST APPROVAL OF THE REVISED JOB DESCRIPTION FOR THE POSITION OF APPRENTICE LINEMAN IN THE ELECTRIC DEPARTMENT AND AUTHORIZATION TO ADVERTISE TO FILL THIS POSITION.

10. REQUEST APPROVAL OF THE ELIMINATION OF THE POSITION OF STOREKEEPER FROM THE ELECTRIC DEPARTMENT TO BECOME EFFECTIVE OCTOBER 1, 2011.

J. POLICE DEPARTMENT

*THERE ARE NO ITEMS FOR THIS AGENDA*

K. PUBLIC SERVICES

### 1. REQUEST APPROVAL TO PURCHASE A TRUCK FOR THE DRINKING WATER DIVISION FROM STATE CONTRACT IN THE AMOUNT OF \$17,936.

### 2. REQUEST APPROVAL TO PURCHASE A COMPACT EXCAVATOR FROM WILLIAMS EQUIPMENT, THE SUBMITTER OF THE LOWEST QUOTE, IN THE AMOUNT OF \$20,090.

L. SANITATION & ENVIRONMENTAL SERVICES

*THERE ARE NO ITEMS FOR THIS AGENDA*

**XII. CLOSED DETERMINATION SESSION**

**XIII. OPEN SESSION**

**XIV. EXECUTIVE SESSION**

A. PENDING LITIGATION

B. PROPERTY ACQUISITION

**XV. OPEN SESSION**

**XVI. ADJOURN UNTIL AUGUST 2, 2011 @ 5:30 AT 101 LAMPKIN STREET IN THE CITY HALL COURTROOM.**

***The City of Starkville is accessible to persons with disabilities. Please call the ADA Coordinator, Mr. Ben Griffith, at (662) 323-2525, ext. 119 at least forty-eight (48) hours in advance for any services requested.***

**APPENDIX A**

**PROPOSED CONSENT AGENDA**

**IX. MAYOR'S BUSINESS – NO ITEMS**

**X. BOARD BUSINESS**

- C. CONSIDERATION OF THE APPROVAL OF THE WATKINS, WARD AND STAFFORD ENGAGEMENT LETTER FOR THE ANNUAL CITY OF STARKVILLE AUDIT FOR THE FISCAL YEAR 2011.
- D. CONSIDERATION OF RENAMING REED ROAD TO GARRARD ROAD FROM THE INTERSECTION OF REED ROAD AND GARRARD ROAD TO THE WESTERN CITY LIMITS OF STARKVILLE; RENAMING PAT STATION ROAD TO GARRARD ROAD FROM THE INTERSECTION OF OLD WEST POINT ROAD TO THE EASTERN CITY LIMITS OF STARKVILLE AND APPROVING THE NAME GARRARD ROAD FOR THE PORTION OF THE EAST/WEST ROAD CURRENTLY UNDER CONSTRUCTION.
- E. CONSIDERATION OF CHANGING THE ROAD DESIGN AND THE TRAFFIC CONTROL STRUCTURE OF GARRARD ROAD WHERE IT INTERSECTS REED ROAD INTO A 3-WAY STOP.
- F. CONSIDERATION OF APPROVING THE PLACEMENT OF A TRAFFIC LIGHT SIGNAL AT THE INTERSECTION OF GARRARD ROAD AND NORTH MONTGOMERY STREET.

**XI. DEPARTMENT BUSINESS**

- A. AIRPORT – NO ITEMS
- B. BUILDING DEPARTMENT – NO ITEMS
- C. OFFICE OF THE CITY CLERK
  - 1. REQUEST APPROVAL OF THE CITY OF STARKVILLE CLAIMS DOCKET FOR ALL DEPARTMENTS EXCEPT THE FIRE DEPARTMENT AS OF JULY 14, 2011.
  - 2. REPORT OF THE RECEIPTS AND EXPENDITURES FOR PERIOD ENDING JUNE 30, 2011, IN ACCORDANCE WITH § 21-35-13 OF THE MISSISSIPPI CODE OF 1972 ANNOTATED.
- D. COURTS – NO ITEMS
- E. ELECTRIC DEPARTMENT
  - 1. REQUEST APPROVAL OF A RESOLUTION FOR THE LEASE PURCHASE AGREEMENT WITH REGIONS EQUIPMENT FINANCE CORPORATION APPROVED BY THE BOARD OF ALDERMEN AT THE RECESS MEETING OF APRIL 19, 2011.
- F. ENGINEERING AND STREETS – NO ITEMS
- G. FIRE DEPARTMENT - NO ITEMS
- H. PERSONNEL
  - 2. REQUEST APPROVAL TO ADVERTISE TO FILL THE VACANT POSITION OF DRIVER IN SANITATION & ENVIRONMENTAL SERVICES DEPARTMENT.
  - 3. REQUEST APPROVAL TO ADVERTISE TO FILL THE VACANT POSITION OF DEPUTY COURT CLERK IN MUNICIPAL COURT DEPARTMENT.

5. REQUEST APPROVAL TO ADVERTISE TO FILL THE VACANT POSITION OF FIREFIGHTER IN THE FIRE DEPARTMENT.
6. REQUEST APPROVAL TO ADVERTISE TO FILL VACANT POSITIONS OF SERGEANT IN THE FIRE DEPARTMENT.
- I. POLICE DEPARTMENT – NO ITEMS
- J. PUBLIC SERVICES
  1. REQUEST APPROVAL TO PURCHASE A TRUCK FOR THE DRINKING WATER DIVISION FROM STATE CONTRACT IN THE AMOUNT OF \$17,936.
  2. REQUEST APPROVAL TO PURCHASE A COMPACT EXCAVATOR FROM WILLIAMS EQUIPMENT, THE SUBMITTER OF THE LOWEST QUOTE, IN THE AMOUNT OF \$20,090.
- K. SANITATION AND ENVIRONMENTAL SERVICES - NO ITEMS

## **CONSENT ITEMS (2 - 20)**

**2.**

### **APPROVAL OF THE APPOINTMENT OF BRIAR JONES TO THE HISTORIC PRESERVATION COMMISSION WITH TERM ENDING JULY 1, 2014**

Upon the motion of Alderman Richard Corey, duly seconded by Alderman Henry Vaughn, Sr., and adopted by the Board to approve the July 19, 2011 Official Agenda, and to accept items for Consent, whereby the "approval of the appointment of Briar Jones to the Historic Preservation Commission, with term ending July 1, 2014" is enumerated, this consent item is thereby approved.

**3.**

### **APPROVAL GRANTING AUTHORIZATION TO ADVERTISE FOR BIDS ON THE CLEARING AND CLEAN-UP OF THE BRUSH ARBOR CEMETERY LOCATED ON UNIVERSTIY DRIVE, IN ACCORDANCE WITH THE AUTHORITY OF THE CITY UNDER MS CODE §21-37-21**

Upon the motion of Alderman Richard Corey, duly seconded by Alderman Henry Vaughn, Sr., and adopted by the Board to approve the July 19, 2011 Official Agenda, and to accept items for Consent, whereby the "approval granting authorization to advertise for bids on the Clearing and Clean-up of the Brush Arbor Cemetery located on University Drive, in accordance with the authority of the City under §21-37-21" is enumerated, this consent item is thereby approved.

**4.**

### **APPROVAL AND EXECUTION OF THE WATKINS, WARD AND STAFFORD ENGAGEMENT LETTER FOR THE ANNUAL CITY OF STARKVILLE AUDIT FOR**

## THE FISCAL YEAR 2011-12, AND THE EXECUTION THEREOF

Upon the motion of Alderman Richard Corey, duly seconded by Alderman Henry Vaughn, Sr., and adopted by the Board to approve the July 19, 2011 Official Agenda, and to accept items for Consent, whereby the "approval and execution of the Watkins, Ward and Stafford Engagement Letter for the annual City of Starkville Audit for the Fiscal Year 2011-12" is enumerated, this consent item is thereby approved.



### a. WATKINS, WARD AND STAFFORD

Professional Limited Liability Company  
Certified Public Accountants

One Professional Plaza P.O. Box 1345 Starkville, MS 39760  
200 Hospital Road  
Phone (662) 323-9071

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James L. Stafford, CPA  
Harry W. Stevens, CPA  
S. Keith Winfield, CPA  
William B. Staggers, CPA  
Aubrey R. Holder, CPA  
Michael W. McCully, CPA  
Mort Stroud, CPA  
R. Steve Sinclair, CPA  
Michael L. Pierce, CPA  
Marsha L. McDonald, CPA

Wanda S. Holley, CPA  
Robin Y. McCormick, CPA/PFS  
J. Randy Scrivner, CPA  
Kimberly S. Caskey, CPA  
Susan M. Lummus, CPA  
Thomas J. Browder, CPA  
Stephen D. Flake, CPA  
John N. Russell, CPA  
Thomas A. Davis, CPA  
Anita L. Goodrum, CPA

### ALG-CL-1.2: Audit Engagement Letter—Single Audit

June 30, 2011

To the Honorable Mayor and Board of Aldermen  
City of Starkville  
Starkville, Mississippi 39759

We are pleased to confirm our understanding of the services we are to provide the City of Starkville, for the year ended September 30, 2011. We will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, which collectively comprise the basic financial statements, of the City of Starkville, as of and for the year ended September 30, 2011. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the City of Starkville's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to City of Starkville's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.

We have also been engaged to report on supplementary information other than RSI that accompanies City of Starkville's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements as a whole:

- 1) Schedule of expenditures of federal awards.
- 2) Statement of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual (Non-GAAP Budgetary Basis)
- 3) Combining Statement of Activities – General Fund
- 4) Combining Schedules of Revenues, Expenditures and Changes in fund Balance
- 5) Schedule of Surety Bonds

### **Audit Objectives**

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on—

- Internal control related to the financial statements and compliance with laws, regulations, and the provisions of contracts or grant agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control related to major programs and an opinion (or disclaimer of opinion) on compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*.

The reports on internal control and compliance will each include a statement that the report is intended solely for the information and use of management, the body or individuals charged with governance, others within the entity specific legislative or regulatory bodies, federal awarding agencies, and if applicable, pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of OMB Circular A-133, and will include tests of accounting records, a determination of major program(s) in accordance with OMB Circular A-133, and other procedures we consider necessary to enable us to express such opinions and to render the required reports. If our opinions on the financial statements or the Single Audit compliance opinions are other than unqualified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

### **Management Responsibilities**

Management is responsible for the basic financial statements and all accompanying information as well as all representations contained therein. Management is also responsible for identifying government award programs and understanding and complying with the compliance requirements, and for preparation of the schedule of expenditures of federal awards in accordance with the requirements of OMB Circular A-133. As part of the audit, we will assist with preparation of your financial statements, schedule of expenditures of federal awards, and related notes. You are responsible for making all management decisions and performing all management functions relating to the financial statements, schedule of expenditures of federal awards, and related notes and for accepting full responsibility for such decisions. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and schedule of expenditures of federal awards and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you are required to designate an individual with suitable skill, knowledge, or experience to oversee any nonaudit services we provide and for evaluating the adequacy and results of those services and accepting responsibility for them.

Management is responsible for establishing and maintaining effective internal controls, including internal controls over compliance, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met and that there is reasonable assurance that government programs are administered in compliance with compliance requirements. You are also responsible for the selection and application of accounting principles; for the fair presentation in the financial statements of the respective financial position of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the City of Starkville and the respective changes in financial position and, where applicable, cash flows in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for ensuring that management and financial information is reliable and properly recorded. Your responsibilities also include identifying significant vendor relationships in which the vendor has responsibility for program compliance and for the accuracy and completeness of that information. Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud or illegal acts affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws, regulations, contracts, agreements, and grants. Additionally, as required by OMB Circular A-133, it is management's responsibility to follow up and take corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan. You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to [include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon].

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

### **Audit Procedures—General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because an audit is designed to provide reasonable, but not absolute assurance and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform you of any material errors and any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform you of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

#### **Audit Procedures—Internal Controls**

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by OMB Circular A-133, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to OMB Circular A-133.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and OMB Circular A-133.

#### **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of City of Starkville's compliance with applicable laws and regulations and the provisions of contracts and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

OMB Circular A-133 requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable laws and regulations and the provisions of contracts and grant agreements applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Circular A-133 Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of City of Starkville's major programs. The purpose of these procedures will be to express an opinion on City of Starkville's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to OMB Circular A-133.

## **Engagement Administration, Fees, and Other**

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. If applicable, we will provide copies of our report for you to include with the reporting package you will submit to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of 30 days after receipt of the auditors' reports or nine months after the end of the audit period, unless a longer period is agreed to in advance by the cognizant or oversight agency for audits.

The audit documentation for this engagement is the property of Watkins, Ward and Stafford, PLLC and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain audit documentation available to Department of Transportation or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Watkins, Ward and Stafford, PLLC personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release or for any additional period requested by the Department of Transportation. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit on approximately December 15th and to issue our reports no later than March 15th. Randy Scrivner is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed \$25,000. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 120 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

The audit will be performed within the time frame as stipulated above. If the data as requested by us is provided in full and the audit commences upon completion of such provision, we will agree to a penalty of 1.5% of the contract price for every week that the audit extends beyond the ninety (90) day agreed completion time

*Government Auditing Standards* require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our 2008 peer review report accompanies this letter.

We appreciate the opportunity to be of service to City of Starkville and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

Watkins, Ward and Stafford, PLLC  
Certified Public Accountants

J. Randy Scrivner, CPA  
Partner

RESPONSE:

This letter correctly sets forth the understanding of City of Starkville.

By:   
Title: Mayor  
Date: 7/20/2011

5.

**APPROVAL TO RENAME REED ROAD TO GARRARD ROAD  
BEGINNING AT THE INTERSECTION OF REED ROAD AND GARRARD ROAD  
EXTENDING TO THE WESTERN CITY LIMITS OF STARKVILLE;  
AND TO RENAME PAT STATION ROAD TO GARRARD ROAD  
BEGINNING AT THE INTERSECTION OF OLD WEST POINT ROAD  
AND EXTENDING TO THE EASTERN CITY LIMITS OF STARKVILLE,  
ALSO TO NAME THE NEW CONSTRUCTED PORTION OF THE EAST/WEST ROAD  
"GARRARD ROAD," EXTENDING FROM THE INTERSECTION OF NORTH  
MONTGOMERY STREET AND GARRARD ROAD EASTWARD TO THE  
INTERSECTION OF OLD WEST POINT ROAD AND PAT STATION ROAD**

Upon the motion of Alderman Richard Corey, duly seconded by Alderman Henry Vaughn, Sr., and adopted by the Board to approve the July 19, 2011 Official Agenda, and to accept items for Consent, whereby the "approval to rename Reed Road to Garrard Road beginning at the intersection of Reed Road and Garrard Road extending to the western city limit of Starkville; and to rename Pat Station Road to Garrard Road beginning at the intersection of Old West Point Road and extending to the eastern city limits of Starkville, also to name the newly constructed

portion of the east/west road "Garrard Road" extending from the intersection of North Montgomery Street and Garrard Road eastward to the intersection of Old West Point Road and Pat Station Road" is enumerated, this consent item is thereby approved.

6.

**APPROVAL TO AUTHORIZE CHANGING THE ROAD DESIGN AND THE TRAFFIC CONTROL STRUCTURE OF GARRARD ROAD WHERE IT INTERSECTS REED ROAD INTO A 3-WAY TRAFFIC STOP**

Upon the motion of Alderman Richard Corey, duly seconded by Alderman Henry Vaughn, Sr., and adopted by the Board to approve the July 19, 2011 Official Agenda, and to accept items for Consent, whereby the "approval to authorize changing the road design and the traffic control structure of Garrard Road where it intersects Reed Road into a 3-way traffic stop" is enumerated, this consent item is thereby approved.

7.

**APPROVAL TO AUTHORIZE THE PLACEMENT OF A TRAFFIC LIGHT SIGNAL AT THE INTERSECTION OF GARRARD ROAD AND NORTH MONTGOMERY STREET**

Upon the motion of Alderman Richard Corey, duly seconded by Alderman Henry Vaughn, Sr., and adopted by the Board to approve the July 19, 2011 Official Agenda, and to accept items for Consent, whereby the "approval to authorize the placement of a traffic light signal at the intersection of Garrard Road and North Montgomery Street" is enumerated, this consent item is thereby approved.

8.

**APPROVAL OF PLANNING AND ZONING ITEM #FP 11-05: A FINAL SUBDIVISION PLAT IN A C-2 (GENERAL BUSINESS) ZONING DISTRICT LOCATED AT 701 & 703 SPRING STREET WITH 10 CONDITIONS UNANIMOUSLY RECOMMENDED BY THE PLANNING AND ZONING COMMISSION (BUFFALO WILD WINGS/UNIVERSITY CLUB CONDOMINIUMS)**

Upon the motion of Alderman Richard Corey, duly seconded by Alderman Henry Vaughn, Sr., and adopted by the Board to approve the July 19, 2011 Official Agenda, and to accept items for Consent, whereby the "approval of Planning and Zoning Item #FP 11-05: A Final Subdivision Plat in a C-2 (General Business) zoning district located at 701 & 703 Spring Street with 10 conditions unanimously recommended by the Planning and Zoning Commission" is enumerated, this consent item is thereby approved.

**10 CONDITIONS**

1. The final plat shall meet the minimum standards for the State of Mississippi, as required by §17-1-23 and §17-1-25 of the Mississippi Code of 1972, as amended.
2. The final plat shall meet the minimum requirements for C-2 (General Business) zoning dimensions.

3. All public utilities are currently in place.
4. Erosion control vegetation shall be established on all disturbed areas.
5. Sidewalk construction shall conform to the City's Sidewalk Ordinance and ADA standards.
6. The covenants shall include provisions for the maintenance of common areas and the City Attorney's standard hold-harmless indemnification clause.
7. A bond or surety in the amount of 150% of the current cost of the proposed sidewalks shall be provided prior to staff execution of the final plat.
8. The applicant shall provide two paper copies of the recorded plat to the City, along with a digital copy in "AutoCAD" format in standard state plane coordinates.
9. The applicant shall provide "as-built" drawings of all infrastructure improvements (water, sewer, storm drainage, roadways, sidewalks, etc.) in "AutoCAD" format as well as a paper copy that is signed and sealed by a licensed design professional, guaranteeing accuracy.
10. The final plat shall be recorded at the Office of the Oktibbeha County Chancery Clerk within thirty (30) days of the approval by the Mayor and Board of Aldermen.

**9.**

**APPROVAL OF PLANNING AND ZONING ITEM #FP 11-06: A FINAL  
CONDOMINIUM PLAT IN A C-2 (GENERAL BUSINESS) ZONING  
DISTRICT LOCATED AT 701 SPRING STREET  
WITH 10 CONDITIONS UNANIMOUSLY RECOMMENDED  
BY THE PLANNING AND ZONING COMMISSION  
(UNIVERSITY CLUB CONDOMINIUMS)**

Upon the motion of Alderman Richard Corey, duly seconded by Alderman Henry Vaughn, Sr., and adopted by the Board to approve the July 19, 2011 Official Agenda, and to accept items for Consent, whereby the "approval of Planning and Zoning Item #FP 11-06: A Final Condominium Plat in a C-2 (General Business) zoning district located at 701 Spring Street with 10 conditions unanimously recommended by the Planning and Zoning Commission" is enumerated, this consent item is thereby approved.

**10 CONDITIONS**

1. The final plat shall meet the minimum standards for the State of Mississippi, as required by §17-1-23 and §17-1-25 of the Mississippi Code of 1972, as amended.
2. The final plat shall meet the minimum requirements for C-2 (General Business) zoning dimensions.
3. All public utilities are currently in place.
4. Erosion control vegetation shall be established on all disturbed areas.
5. Sidewalk construction shall conform to the City's Sidewalk Ordinance and ADA standards.
6. The covenants shall include provisions for the maintenance of common areas and the City Attorney's standard hold-harmless indemnification clause.

7. A bond or surety in the amount of 150% of the current cost of the proposed sidewalk shall be provided prior to staff execution of the final plat.
8. The applicant shall provide two paper copies of the recorded plat to the City, along with a digital copy in "AutoCAD" format in standard state plane coordinates.
9. The applicant shall provide "as-built" drawings of all infrastructure improvements (water, sewer, storm drainage, roadways, sidewalks, etc.) in "AutoCAD" format as well as a paper copy that is signed and sealed by a licensed design professional, guaranteeing accuracy.
10. The final plat shall be recorded at the Office of the Oktibbeha County Chancery Clerk within thirty (30) days of the approval by the Mayor and Board of Aldermen.

**10.**

**APPROVAL OF PLANNING AND ZONING ITEM #FP 11-07: A FINAL  
SUBDIVISION PLAT IN A C-2 (GENERAL BUSINESS) ZONING  
DISTRICT LOCATED AT THE NORTHEASTERN CORNER OF  
EUDORA WELTY DRIVE AND ABERNATHY DRIVE  
WITH 11 CONDITIONS UNANIMOUSLY RECOMMENDED  
BY THE PLANNING AND ZONING COMMISSION  
(STARK CROSSING PHASE 4 REVISION)**

Upon the motion of Alderman Richard Corey, duly seconded by Alderman Henry Vaughn, Sr., and adopted by the Board to approve the July 19, 2011 Official Agenda, and to accept items for Consent, whereby the "approval of Planning and Zoning Item #FP 11-07: A Final Condominium Plat in a C-2 (General Business) zoning district located at the northeastern corner of Eudora Welty Drive and Abernathy Drive, with 11 conditions unanimously recommended by the Planning and Zoning Commission" is enumerated, this consent item is thereby approved.

**11 CONDITIONS**

1. The final plat shall meet the minimum standards for the State of Mississippi, as required by §17-1-23 and §17-1-25 of the Mississippi Code of 1972, as amended.
2. The final plat shall meet the minimum requirements for C-2 (General Business) zoning dimensions.
3. All public utilities are currently in place.
4. Erosion control vegetation shall be established on all disturbed areas.
5. The applicant shall provide adequate and satisfactory test reports for roadways, curbs and all drainage structures and facilities.
6. A sidewalk shall be required along the roadway frontage of Eudora Welty and Abernathy Drives of newly created Lot Numbers 15 through 20.
7. Sidewalk construction shall conform to the City's Sidewalk Ordinance and ADA standards.
8. A bond or surety in the amount of 150% of the current cost of the required sidewalk shall be provided prior to staff execution of the final plat.

9. The applicant shall provide two paper copies of the recorded plat to the City, along with a digital copy in “AutoCAD” format in standard state plane coordinates.
10. The applicant shall provide “as-built” drawings of all infrastructure improvements (water, sewer, storm drainage, roadways, sidewalks, etc.) in “AutoCAD” format as well as a paper copy that is signed and sealed by a licensed design professional, guaranteeing accuracy.
11. The final plat shall be recorded at the Office of the Oktibbeha County Chancery Clerk within thirty (30) days of the approval by the Mayor and Board of Aldermen.

**11.**

**APPROVAL OF PLANNING AND ZONING ITEM #FP 11-08: A FINAL  
CONDOMINIUM PLAT IN A C-2 (GENERAL BUSINESS) ZONING  
DISTRICT LOCATED AT THE 600 BLOCK OF MS HWY 12 EAST  
WITH 10 CONDITIONS UNANIMOUSLY RECOMMENDED  
BY THE PLANNING AND ZONING COMMISSION  
(STARK CROSSING PHASE 4 REVISION)**

Upon the motion of Alderman Richard Corey, duly seconded by Alderman Henry Vaughn, Sr., and adopted by the Board to approve the July 19, 2011 Official Agenda, and to accept items for Consent, whereby the "approval of Planning and Zoning Item #FP 11-08: A Final Condominium Plat in a C-2 (General Business) zoning district located at the 600 Block of MS Highway 12 East, with 10 conditions unanimously recommended by the Planning and Zoning Commission" is enumerated, this consent item is thereby approved.

**10 CONDITIONS**

1. The final plat shall meet the minimum standards for the State of Mississippi, as required by §17-1-23 and §17-1-25 of the Mississippi Code of 1972, as amended.
2. The final plat shall meet the minimum requirements for C-2 (General Business) zoning dimensions.
3. All public utilities are currently in place.
4. Sidewalk construction shall conform to the City’s Sidewalk Ordinance and ADA standards.
5. The covenants shall include provisions for the maintenance of common areas and the City Attorney’s standard hold-harmless indemnification clause.
6. A bond or surety in the amount of 150% of the current cost of the proposed sidewalk shall be provided prior to staff execution of the final plat.
7. The applicant shall provide two paper copies of the recorded plat to the City, along with a digital copy in “AutoCAD” format in standard state plane coordinates.
8. The applicant shall provide “as-built” drawings of all infrastructure improvements (water, sewer, storm drainage, roadways, sidewalks, etc.) in “AutoCAD” format as well as a paper copy that is signed and sealed by a licensed design professional, guaranteeing accuracy.

9. The final plat shall be recorded at the Office of the Oktibbeha County Chancery Clerk within thirty (30) days of the approval by the Mayor and Board of Aldermen.
10. The footprint of the proposed building shown on Lot #10 shall be removed from the final prior to staff execution of the final plat.

12.

**APPROVAL OF CLAIMS DOCKET #07-19-11-B  
FOR THE CITY OF STARKVILLE CLAIMS, EXCLUDING  
FIRE DEPARTMENT CLAIMS, THROUGH JULY 14, 2011  
IN THE AMOUNT OF \$394,759.86 IN ACCORDANCE WITH  
SECTION 17-3-1 OF THE MISSISSIPPI CODE OF 1972, ANNOTATED**

Upon the motion of Alderman Richard Corey, duly seconded by Alderman Henry Vaughn, Sr., and adopted by the Board to approve the July 19, 2011 Official Agenda, and to accept items for Consent, whereby the "approval of Claims Docket #07-19-11-B for the City of Starkville claims, excluding Fire Department Claims, through July 14, 2011 in the amount of \$394,759.86 in accordance with §17-3-1 of the MS Code of 1972, annotated" is enumerated, this consent item is thereby approved.

**CLAIMS DOCKET  
# 07-19-11-B  
JULY 14, 2011**

General Fund	001	\$114,462.81
Restricted Police Fund	002	0.00
Restricted Fire Fund	003	0.00
Airport Fund	015	151.97
Sanitation	022	43,891.99
Landfill	023	26,537.86
Computer Assessments	107	0.00
Middleton TIF Bond	125	0.00
City Bond and Interest	202	0.00
2009 Road Maint. Bond	304	13,535.17
Fire Station No. 5	306	10,288.36
American Recovery & Reinvestment Act	309	0.00
P & R Bond Series 2007	325	0.00
Park & Rec Tourism 2%	375	577.92
Water/Sewer	400	171,359.65
Vehicle Maintenance	500	13,954.13
Hotel/Motel	610	0.00
2% (VCC, EDA, MSU)	630	0.00
Electric		0.00
<b>TOTAL CLAIMS</b>		<b>\$394,759.86</b>

13.

**APPROVAL TO ACCEPT THE FINANCIAL STATEMENT**

**FOR PERIOD ENDING JUNE 30, 2011, IN ACCORDANCE WITH §21-35-13  
OF THE MISSISSIPPI CODE OF 1972 ANNOTATED**

Upon the motion of Alderman Richard Corey, duly seconded by Alderman Henry Vaughn, Sr., and adopted by the Board to approve the July 19, 2011 Official Agenda, and to accept items for Consent, whereby the "approval to accept the Financial Statement for period ending June 30, 2011, in accordance with §21-35-13 of the MS Code of 1972, annotated" is enumerated, this consent item is thereby approved.

14.

**APPROVAL OF THE RESOLUTION FOR THE  
LEASE PURCHASE AGREEMENT WITH REGIONS EQUIPMENT  
FINANCE CORPORATION APPROVED BY THE BOARD  
OF ALDERMEN AT THE RECESS MEETING OF APRIL 19, 2011**

Upon the motion of Alderman Richard Corey, duly seconded by Alderman Henry Vaughn, Sr., and adopted by the Board to approve the July 19, 2011 Official Agenda, and to accept items for Consent, whereby the "approval of the Resolution for the Lease Purchase Agreement with Regions Equipment Finance Corporation approve by the Board of aldermen at the Recess Meeting of April 19, 2011" is enumerated, this consent item is thereby approved.

\*\*\*\*See order #24, this item was withdrawn and retracted.

15.

**APPROVAL TO ADVERTISE TO FILL THE VACANT POSITION  
OF DRIVER IN THE SANITATION & ENVIRONMENTAL  
SERVICES DEPARTMENT**

Upon the motion of Alderman Richard Corey, duly seconded by Alderman Henry Vaughn, Sr., and adopted by the Board to approve the July 19, 2011 Official Agenda, and to accept items for Consent, whereby the "approval to advertise to fill the vacant position of Driver in the Sanitation & Environmental Services Department" is enumerated, this consent item is thereby approved.

16.

**APPROVAL TO ADVERTISE TO FILL THE VACANT POSITION  
OF DEPUTY COURT CLERK IN THE  
MUNICIPAL COURT OFFICE**

Upon the motion of Alderman Richard Corey, duly seconded by Alderman Henry Vaughn, Sr., and adopted by the Board to approve the July 19, 2011 Official Agenda, and to accept items for Consent, whereby the "approval to advertise to fill the vacant position of Deputy Court Clerk in the Municipal Court Office" is enumerated, this consent item is thereby approved.

17.

**APPROVAL TO ADVERTISE TO FILL THE VACANT POSITION  
OF FIREFIGHTER IN THE FIRE DEPARTMENT**

Upon the motion of Alderman Richard Corey, duly seconded by Alderman Henry Vaughn, Sr., and adopted by the Board to approve the July 19, 2011 Official Agenda, and to accept items for Consent, whereby the "approval to advertise to fill the vacant position of Firefighter in the Fire Department" is enumerated, this consent item is thereby approved.

18.

**APPROVAL TO ADVERTISE TO FILL THE VACANT POSITION  
OF SERGEANT IN THE FIRE DEPARTMENT**

Upon the motion of Alderman Richard Corey, duly seconded by Alderman Henry Vaughn, Sr., and adopted by the Board to approve the July 19, 2011 Official Agenda, and to accept items for Consent, whereby the "approval to advertise to fill the vacant position of Sergeant in the Fire Department" is enumerated, this consent item is thereby approved.

19.

**APPROVAL TO PURCHASE A TRUCK FROM STATE CONTRACT  
WITH CONTRACT #070-91-21157-0 IN THE AMOUNT OF \$17,936.00,  
FOR THE DRINKING WATER DIVISION OF  
THE PUBLIC SERVICES DEPARTMENT**

Upon the motion of Alderman Richard Corey, duly seconded by Alderman Henry Vaughn, Sr., and adopted by the Board to approve the July 19, 2011 Official Agenda, and to accept items for Consent, whereby the "approval to purchase a truck from State Contract in the amount of \$17,936.00, for the Drinking Water Division of the Public Services Department" is enumerated, this consent item is thereby approved.

20.

**APPROVAL TO PURCHASE A COMPACT EXCAVATOR IN THE  
AMOUNT OF \$20,090.00 FROM WILLIAMS EQUIPMENT,  
THE SUBMITTER OF THE LOWEST AND BEST QUOTE**

Upon the motion of Alderman Richard Corey, duly seconded by Alderman Henry Vaughn, Sr., and adopted by the Board to approve the July 19, 2011 Official Agenda, and to accept items for Consent, whereby the "approval to purchase a Compact Excavator in the amount of \$20,090.00 from Williams Equipment, the submitter of the lowest and best quote" is enumerated, this consent item is thereby approved.

**COMPACT EXCAVATOR QUOTES**

<b>NAME</b>	<b>QUOTE AMOUNT</b>	<b>APPARENT BEST QUOTE</b>
Williams Equipment	\$20,090.00	Apparent Best Quote
Stribling Equipment	\$23,452.00	
Bobcat of Gulfport	\$24,450.00	
Martin Truck and Tractor	\$24,749.00	
Thompson Machinery	\$28,206.00	

## END OF CONSENT ITEMS

21.

### A MOTION TO APPROVE THE MINUTES OF THE JUNE 21, 2011 RECESS MEETING OF THE MAYOR AND BOARD OF ALDERMEN

There came for consideration the matter of the Minutes of the June 21, 2011 Recess Meeting of the Mayor and Board of Aldermen. After discussion, and

Upon the motion of Alderman Richard Corey, duly seconded by Alderman Jeremiah Dumas, and unanimously approved by the Board to approve the Minutes of the June 21, 2011 Recess Meeting of the Mayor and Board of Aldermen after correcting the following items:

1. "Revision to the Official Agenda" section to reflect Agenda Item VII-C being removed from the Official Agenda
2. Order #3 remove the word 'of'
3. Order #4 correct spelling 'teh' to 'the'
4. Order #25 change "appraisal" to "appraiser" and insert "tax" before the word 'map' in both the heading and the body.
5. Order #26 insert 'tax' before the word 'map' in both the heading and the body.

## ANNOUNCEMENTS AND COMMENTS

**Mayor Parker Wiseman** introduced the City's newest employees:

**Bobbie Jordan and Thalmus Morgan** - Landscape Division of Sanitation and Environmental Services

**Mayor Wiseman** recognized retiring employees and presented each a plaque commemorating their years of service and commitment to the City of Starkville.

<b>Larry Wallace</b>	Electric Department
<b>Marcus Anderson</b>	Electric Department
<b>Sarah McHann</b>	Building, Codes and Planning Department
<b>Gerry Ward</b>	Wastewater Division of Public Services Department
<b>David Putt</b>	Vehicle Maintenance Division of Public Services Department
<b>Glenn Beverly</b>	Landscape and Landfill Division of Sanitation and Environmental Services Department
<b>Mike Collins</b>	Fire Department
<b>Keith Kinard</b>	Fire Department

## CITIZEN COMMENTS

**Mr. Alvin Turner** - ward 7, informed the Board that the bypass ramp onto Hwy 389 is unsafe as well as the bypass ramp onto Longview Rd. He explained that motorist cannot see without entering the roadway. It was his opinion that the Longview Rd. ramp needs a "dangerous curve" sign. Another concern voiced by Mr. Turner is the 3' rule for bike.

**Mr. George Moore** solicited the Board's assistance in helping to create summer jobs for our youth.

**Milo Burnham** - ward 2, spoke against the proposed changes of the Solid Waste Ordinance.

PUBLIC APPEARANCES - None

**PUBLIC HEARING**

2nd Public Hearing on Amending the Solid Waste Ordinance 2010-03 and the City of Starkville Code of Ordinances Chapter 54 to provide for a nomenclature change, change in rubbish requirements and other related matters was introduced by Alderman Eric Parker.

**BOARD COMMENTS**

**Alderman Perkins** pages need to be numbered. section 4B and 9R name of new department need to be reflected in the Ordinance.

**Alderman Corey** commented on Mr. Burnham's concerns regarding enforceability of the proposed amendments to the Solid Waste Ordinance.

**Alderman Carver** questioned the disposal of carpet and what the City will pick up.

**Alderman Sistrunk** made a general comment regarding the numerous ordinances of the City and the need to take a holistic approach in amending ordinances.

**Alderman Dumas** requested, "stumps, log and tree trunks" be added as a definition.

**SOLID WASTE ORDINANCE - Citizen Comments**

<b>FOR ORDINANCE</b>	<b>AGAINST ORDINANCE</b>	<b>NEITHER FOR NOR AGAINST ORDINANCE</b>
	Alvin Turner	
	Milo Burnham	

**BOARD COMMENTS**

**Alderman Carver** requested more clarity to Section 9Q as it pertains to carpet.

**Alderman Sistrunk** reminded the public of the current ordinance and this revision is mainly housekeeping changes to better clarify the current ordinance.  
Mayor concluded the Public Hearings

22.

**A MOTION TO AMEND THE SOLID WASTE ORDINANCE 2010-3 AND THE CITY OF STARKVILLE CODE OF ORDINANCES CHAPTER 54 TO PROVIDE FOR A NOMENCLATURE CHANGE, CHANGE IN RUBBISH REQUIREMENTS AND OTHER RELATED MATTERS INSURING EVERY WHERE REFERENCED THAT SANITATION AND ENVIROMENTAL SERVICES DEPARTMENT AND DEPARTMENT HEAD IS REFERRED TO CORRECTLY**

There came for consideration the matter of amending Solid Waste Ordinance 2010-3 and to correctly refer to Sanitation and Environmental Services Department and/or Department Head.

During discussion an amendment offered by Alderman Dumas to include the definition of "stumps, logs and tree trunks" by referencing Commerical Waste was later withdrawn by Alderman Dumas,

and after further discussion,

**A MOTION TO TABLE** was offered by Alderman Dumas and seconded by Alderman Perkins, the Mayor called for a roll call vote with results as follows:

Alderman Ben Carver	voted: <u>Yea</u>
Alderman Sandra Sistrunk	voted: <u>Yea</u>
Alderman Eric Parker	voted: <u>Nay</u>
Alderman Richard Corey	voted: <u>Nay</u>
Alderman Jeremiah Dumas	voted: <u>Yea</u>
Alderman Roy A'. Perkins	voted: <u>Yea</u>
Alderman Henry Vaughn, Sr.	voted: <u>Yea</u>

Having received a majority affirmative vote of those members present and voting, the Mayor declared the motion to "Table the original motion" passed.

NOTE:

**Alderman Sandra Sistrunk** presented the budget report and informed the Board of the potential time line of having the FY 2012 Budget for the City of Starkville, ready for adoption by the 2<sup>nd</sup> meeting in August, 2012.

23.

**A MOTION TO APPROVE SCHEDULING A PUBLIC HEARING ON AUGUST 2, 2011 AT 5:30 P.M. IN THE CITY HALL BOARD ROOM TO DISCUSS THE PROPOSED 2011-12 BUDGET FOR THE CITY OF STARKVILLE**

Upon the motion of Alderman Sandra Sistrunk, duly seconded by Alderman Richard Corey to schedule a Public Hearing on August 2, 2011 at 5:30 p.m. in the City Hall Board Room to discuss the Proposed 2011-12 Budget for the City of Starkville, the Board unanimously voted in favor of the motion.

24.

**A MOTION TO FULLY WITHDRAW AND RETRACT THE  
APPROVAL OF AGENDA ITEM XI-E-1  
"THE LEASE PURCHASE AGREEMENT WITH  
REGIONS EQUIPMENT FINANCE CORPORATION"  
FROM CONSENT AND FROM THE OFFICIAL AGENDA  
WITH MINUTES REFLECTING "NO ACTION TAKEN"**

There came for consideration the matter of removing the Lease Purchase Agreement with Regions Equipment Finance Corporation, agenda item XI-E-1, from the already approve consent list. After discussion, and

upon the motion of Alderman Roy A'. Perkins, duly seconded by Alderman Richard Corey, to fully withdraw and retract the approval of agenda item XI-E-1, "the Lease Purchase Agreement with Regions Equipment Finance Corporation," with this item to be considered at a later date, and having the minutes reflect "no action taken" on said agenda item. The Board unanimously voted in favor of the motion.

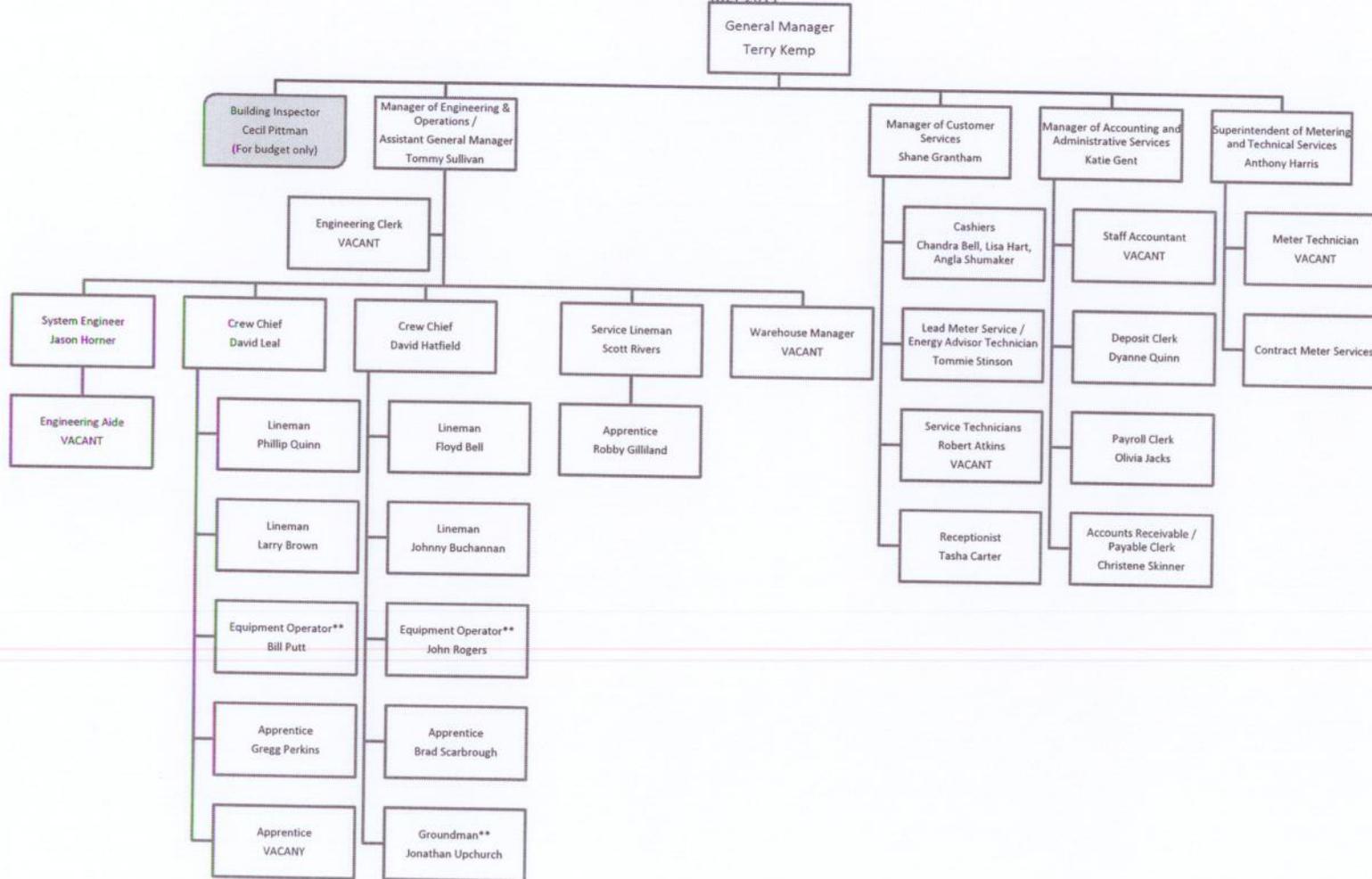
**NOTE:**

**Chief Administrative Officer Lynn Spruill** gave an update on the Hughes Construction project Reed Place Subdivision on 800 Reed Road. The project contains 37.24 acres with 16.1 acres of green space. The preliminary plat will be reviewed by the Departmental Review Committee and is scheduled to be heard by the Planning and Zoning Commission on August 9, 2011, afterward will be place on the Board of Aldermen Agenda for the August 16, 2011 Board of Aldermen Recess Meeting. The project was shifted southward after discovering wetlands and an Indian Burial Grounds during the clearing process. The subdivision contains 76 lots, The Homes are between 1000 and 1500 square feet range with a garage. A homeowner association will handle the common areas. There are 2 areas of ingress and egress with Oak Alley and Magnolia Lane intersects with Reed Road. Reed Ridge Circle and Reed Court are roadways contain within the subdivision. There is also a 100 feet buffer between Red Bud Springs Subdivision and Reed Place Subdivision.

**Starkville Electric Department General Manager Terry Kemp** made presentation on the proposed reorganization of the Electric Department, and requested authorization for the Personnel Officer to proceed with job description changes and advertising for vacant positions as outlined in the proposed reorganization presentation.

STARKVILLE ELECTRIC DEPARTMENT  
 PROPOSED ORGANIZATIONAL CHANGES

JULY 2011



25.

**A MOTION TO ENTER INTO CLOSED SESSION  
TO DETERMINE IF DISCUSSIONS  
ARE PROPER FOR EXECUTIVE SESSION**

Upon the motion of Alderman Roy A'. Perkins, duly seconded by Alderman Ben Carver to enter into a Closed Determination Session to determine if discussions are proper for Executive Session, the Board unanimously voted in favor of the motion.

26.

**A MOTION DECLARING THAT DISCUSSIONS REGARDING  
PROPERTY ACQUISITION AND PERSONNEL MATTERS ARE  
PROPER FOR EXECUTIVE SESSION**

Upon the motion of Alderman Jeremiah Dumas, duly seconded by Alderman Roy A'. Perkins declaring that discussions regarding Property Acquisition and Personnel Matters are proper for Executive Session, the Board unanimously voted in favor of the motion.

27.

**A MOTION TO ENTER INTO EXECUTIVE SESSION TO  
DISCUSS PROPERTY ACQUISITION FOR  
THE PROPOSED MUNICIPAL COMPLEX AND  
PERSONNEL MATTERS IN THE ELECTRIC DEPARTMENT**

Upon the motion of Alderman Jeremiah Dumas, duly seconded by Alderman Roy A'. Perkins to enter into Executive Session to discuss Property Acquisition for the proposed Municipal Complex and Personnel Matters in the Electric Department, the Board unanimously voted in favor of the motion.

**NOTE:**

Mayor invited the public in and announced the result of the closed determination session, and the Board's entrance into Executive session.

28.

**A MOTION TO AUTHORIZE ENTERING INTO AN OPTION AGREEMENT  
THROUGH DECEMBER 31, 2012 TO PURCHASE  
THE STEADMAN PROPERTY AS PART OF THE SITE FOR  
THE PROPOSED MUNICIPAL COMPLEX**

Upon the motion of Alderman Jeremiah Dumas, duly seconded by Alderman Sandra Sistrunk, to enter into an option agreement through 12/31/2012 to purchase the Steadman property as part of the site for the new municipal complex, the Board unanimously voted in favor of the motion.

29.

**A MOTION TO AUTHORIZE ENTERING INTO AN OPTION  
AGREEMENT THROUGH DECEMBER 31, 2012 TO PURCHASE THE**

**COPELAND AND PURYEAR PROPERTY AS PART OF THE SITE FOR THE  
PORPOSED MUNICIPAL COMPLEX, AND CONSIDERATION  
OF REIMBURSING THE COPELAND'S AND PURYEAR'S  
THE VALUE OF THEIR PROPERTY  
TAXES ON THOSE PARCELS FOR THE YEAR 2012**

Upon the motion of Alderman Jeremiah Dumas, duly seconded by Alderman Sandra Sistrunk, to enter into an option agreement through 12/31/2012 to purchase the Copeland and Puryear property as part of the site for the new municipal complex, and consideration of reimbursing the Copeland's and Puryear's the value of their paid property taxes on said parcels for the year 2012, the Board unanimously voted to approve the motion.

**30.**

**A MOTION TO EXIT EXECUTIVE SESSION  
AND TO RE-ENTER OPEN SESSION**

Upon the motion of Alderman Roy A'. Perkins, duly seconded by Alderman Richard Corey to Exit Executive Session and to Re-enter Open Session, the Board unanimously voted in favor of the motion.

**NOTE:**

**Mayor Wiseman** asked City Attorney Chris Latimer to read the motions adopted in executive session.

**31.**

**A MOTION TO APPROVE THE REORGANIZATION AND STRUCTURE  
OF THE ELECTRIC DEPARTMENT AS PRESENTED EXCLUDING  
PHASE 1 #5 REGARDING ELIMINATING THE POSITION OF STOREKEEPER**

Upon the motion of Alderman Jeremiah Dumas, duly seconded by Alderman Sandra Sistrunk to approve the reorganization and structure of the Electric Department as presented excluding phase 1 #5 regarding eliminating the position of Storekeeper, the Board voted as follows:

Alderman Ben Carver	Voted: <u>Yea</u>
Alderman Sandra Sistrunk	Voted: <u>Yea</u>
Alderman Eric Parker	Voted: <u>Yea</u>
Alderman Richard Corey	Voted: <u>Yea</u>
Alderman Jeremiah Dumas	Voted: <u>Yea</u>
Alderman Roy A'. Perkins	Voted: <u>Nay</u>
Alderman Henry Vaughn, Sr.	Voted: <u>Yea</u>

Having received a majority affirmative vote of those members present and voting, the Mayor declared the motion carried.

**STARKVILLE ELECTRIC DEPARTMENT  
PLAN FOR IMPLEMENTATION OF  
PROPOSED ORGANIZATIONAL CHANGES**

**PHASE 1                      JULY 19, 2011**

1. Approve revised job description and advertise to fill Warehouse Manager—vacancy created by retirement of Larry Wallace.
2. Approve change in job title and revised job description for Service Technician. Advertise to fill vacancy created by resignation of Brian Bishop. Brian's job title was Meter Installer. This will also change the job title of Robert Atkins from Collector to Service Technician.
3. Approve change in job description and advertise to fill vacant position of Apprentice Lineman.
4. Combine duties of Dispatcher with Receptionist and move Koretta Harris to this position. This will have two people in this position. This will be a temporary arrangement through a transitional period.
5. Approve elimination of Storekeeper position with notification now and effective date of October 1, 2011.

**PHASE 2                      BEGIN ACTION NOW FOR EFFECTIVE DATE OF 10/01/2011**

1. Develop job description for Engineering Aide and bring to Board for approval and approval to advertise to fill position.
2. Change job title of positions
  - a. Tommy Sullivan
  - b. Shane Grantham
  - c. Tommie Stinson
  - d. Anthony Harris
3. Revise job description and reclassify the job of Katie Gent to Manager of Accounting and Administrative Services.
4. Advertise to fill position of Meter Technician.
5. Develop job description for Staff Accountant and bring to Board for approval and approval to advertise to fill position.
6. Develop job description for Engineering Clerk and bring to Board for approval and approval to advertise to fill position.

32.

**A MOTION TO APPROVE EMPLOYING PAMELA DANIEL  
TO FILL THE POSITION OF ASSISTANT CITY PLANNER  
EFFECTIVE JULY 29, 2011**

Upon the motion of Alderman Jeremiah Dumas, duly seconded by Alderman Richard Corey to employ Pamela Daniel to fill the position of Assistant City Planner at Grade 13 Step 1 (2080 hours per year) with an annual salary of \$39,543.16 (19.01/hr.) subject to the standard 1-year probationary period and an effective date of July 29, 2011, the Board voted as follows:

Alderman Ben Carver	Voted: <u>Yea</u>
Alderman Sandra Sistrunk	Voted: <u>Yea</u>
Alderman Eric Parker	Voted: <u>Yea</u>
Alderman Richard Corey	Voted: <u>Yea</u>
Alderman Jeremiah Dumas	Voted: <u>Yea</u>
Alderman Roy A'. Perkins	Voted: <u>Nay</u>

Alderman Henry Vaughn, Sr.

Voted: Yea

Having received a majority affirmative vote of those members present and voting, the Mayor declared the motion carried.

33.

**A MOTION TO APPROVE THE PROMOTION OF  
SERGEANT REVIS LEE KELLUM  
TO LIEUTENANT IN THE FIRE DEPARTMENT**

Upon the motion of Alderman Jeremiah Dumas, duly seconded by Alderman Henry Vaughn, Sr. to approve the promotion of Sergeant Revis Lee Kellum to Lieutenant in the Fire Department (2990 hours per year) with an annual salary of \$35,061.85 (11.73/hr.), which reflects a 10% salary increase and a 6-month probationary period as set forth in the City of Starkville established Personnel Policy. The Board voted its' unanimous approval.

34.

**A MOTION TO APPROVE THE REVISED JOB DESCRIPTION  
OF ELECTRIC DEPARTMENT WAREHOUSE MANAGER AND  
AUTHORIZATION TO ADVERTISE THE POSITION**

Upon the motion of Alderman Jeremiah Dumas, duly seconded by Alderman Eric Parker to approve the revised job description of the Electric Department Warehouse Manager and authorization to advertise the position, the Board voted as follows:

Alderman Ben Carver	Voted: <u>Yea</u>
Alderman Sandra Sistrunk	Voted: <u>Yea</u>
Alderman Eric Parker	Voted: <u>Yea</u>
Alderman Richard Corey	Voted: <u>Yea</u>
Alderman Jeremiah Dumas	Voted: <u>Yea</u>
Alderman Roy A'. Perkins	Voted: <u>Nay</u>
Alderman Henry Vaughn, Sr.	Voted: <u>Yea</u>

Having received a majority affirmative vote of those members present and voting, the Mayor declared the motion carried.

**CITY OF STARKVILLE JOB DESCRIPTION**

<b>Title:</b> Warehouse Manager	<b>Department:</b> Electric
<b>Reports to:</b> Mgr Eng & Opr/Asst GM	<b>Classification:</b> Salary Grade 12
<b>Date Prepared:</b> 7/14/2011	<b>Approved by Board:</b> _____

**GENERAL POSITION SUMMARY:**

The purpose of this position is to manage, direct, and coordinate the activities of the warehouse; coordinate warehouse activities with other departmental personnel; and to provide assistance for auxiliary services. This position must be trained and capable of performing Lineman duties to provide a thorough understanding of the

operational requirements of the Engineering and Operations functions of the Electric Department and the functionality, usage, and demand of the materials used in the departmental operations. This position may be called Lineman duties during periods of emergencies and unusual circumstances.

Under the direction of the General Manager and Assistant General Manager, the Warehouse Manager establishes inventory policies and procedures. Exercises, directs, and ensures a safe work environment in the Warehouse area at all times. Coordinates work schedule to ensure timely and effective completion of projects and to ensure timely and efficient delivery of materials to using departmental personnel. Pulls parts orders from warehouse inventory quickly and efficiently for designated use, obtains proper work order account numbers and locations, documents materials taken, and using inventory control computer system, generates invoices for materials removed. Orders parts and materials from outside vendors to maintain adequate inventory quantities are on hand at all times. Using the Internet locates and establishes new vendors to meet criteria of lowest price and availability. The Warehouse Manager must maintain a positive working relationship with outside vendors to ensure the best pricing and availability of materials and may also be required to obtain multiple price quotes in a timely manner.

The Warehouse Manager will perform related duties as assigned and possess the ability to perform the essential functions of the job and will uphold the strictest confidentiality regarding departmental matters.

**ESSENTIAL JOB FUNCTIONS:**

1. Calculates and plans daily and long term ordering requirements of inventory stock items. Tracks annual changes in requirements in the inventory control system and adjusts inventory levels accordingly.
2. Adapts inventory product lines to meet the needs of the department, including new product research, pricing, ordering, and vendor connections.
3. Properly labels procurement receipts for purchases with account numbers, material use explanation, and other required data.
4. Operates a motor vehicle to assist in carrying out the business of the department and the City.
5. Operates forklift to unload trucks and store materials. Responsible for unloading and receiving materials from vendors, verifying quantity received matches order; verifies quality meets specifications.
6. Input of stock items into automated inventory control system and maintains hard copies in invoice file system.
7. Maintains special projects away from stock inventory items.
8. Cleans and organizes warehouse, storage areas, and yard in an orderly fashion including discarding of trash and pallets, restacking material on pallets, sweeping, mopping, and dusting.
9. Checks trash dumpster levels daily and arranges for dumpster pick-up and exchange.
10. Opens and closes locks and unlocks facilities as needed.
11. Maintains a full line of personal safety equipment and checks equipment to ensure working order.
12. Capable of performing the duties of Lineman in the Electric Department.

**OTHER FUNCTIONS:**

1. Assist with preparation of documents for the Board, or others as may be necessary.
2. Perform other duties as assigned or directed.
3. Attend meetings, training, and workshops as may be required.

**INTERPERSONAL CONTACTS:**

Has regular contact with internal and external sources, including employees, Department Heads, outside agencies, the media, and other governmental agencies. This position has no supervisory responsibility.

**PHYSICAL, MENTAL, & OTHER CAPABILITIES**

The job is performed primarily indoors in an office setting. 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 50 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.

**EDUCATION AND/OR EXPERIENCE REQUIRED:**

Graduation from high school or GED equivalent with three years experience in purchasing or warehousing operations, or any equivalent combination of education and experience. Experience in a warehousing operation is preferred. Must be knowledgeable of electric utility operations and materials associated with electric utility operations. Considerable knowledge of vendors, bid specifications, ordering procedures and schedules associated with these supplies. Ability to work independently to complete daily activities according to work schedule. Ability to lift heavy objects (up to 50 pounds unassisted), walk and stand for long periods of time, and to perform strenuous physical labor. Must have excellent communications ability, both verbal and written. Must have strong computer usage skills and be proficient in software usage including Word, Excel, and internet search engines and ability to obtain a valid Mississippi Driver's License and acceptable MVR. Must be trained and capable to perform Lineman duties.

*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 and 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.*

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35.

**A MOTION TO APPROVE THE REVISED JOB DESCRIPTION OF  
ELECTRIC DEPARTMENT SERVICE TECHNICIAN AND THE  
CHANGE IN JOB TITLE OF COLLECTOR TO SERVICE TECHNICIAN**

Upon the motion of Alderman Richard Corey , duly seconded by Alderman Jeremiah Dumas to approve the revised job description of the Electric Department Service Technician and the change in job title of the Collector to Service Technician, the Board voted as follows:

Alderman Ben Carver	Voted: <u>Yea</u>
Alderman Sandra Sistrunk	Voted: <u>Yea</u>
Alderman Eric Parker	Voted: <u>Yea</u>
Alderman Richard Corey	Voted: <u>Yea</u>
Alderman Jeremiah Dumas	Voted: <u>Yea</u>
Alderman Roy A'. Perkins	Voted: <u>Nay</u>
Alderman Henry Vaughn, Sr.	Voted: <u>Yea</u>

Having received a majority affirmative vote of those members present and voting, the Mayor declared the motion carried.

**CITY OF STARKVILLE JOB DESCRIPTION**

<b>Title:</b> Service Technician	<b>Department:</b> Electric
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**Reports to:       Manager of Customer Services       Classification: Salary Grade 8**

**Date Prepared: 7/14/2011**

**Approved by Board: \_\_\_\_\_**

**GENERAL POSITION SUMMARY:**

The Customer Service Technician performs field work, customer service and collection work in connection with electric meters and service and performs other related work as required.; completes service orders including move-ins, move-outs, disconnects, and reconnects; installs meters, pulls and inspects meters for tampering and correct operation, checks meter orders; verifies meter information; interacts with contractors, engineers, and a variety of City customers; troubleshoots customer concerns and service issues; retrieves and gathers information for Billing and Customer Service Divisions and coordinates with divisions to accomplish solution; must be knowledgeable of City streets and house locations. The Meter Service Technician is required to work in all types of weather conditions and is on call on a regular basis. This position has accountability for monetary, safety and legal issues related to the work for which this position is responsible.

The Customer Service Technician will perform related duties as assigned and possess the ability to perform the essential functions of the job and will uphold the strictest confidentiality regarding departmental matters.

**ESSENTIAL JOB FUNCTIONS:**

1. Installs, seals, and removes electric meters and disconnect devices.
2. Assists customers with billing inquiries and in locating electrical problems; tests meters as appropriate; recommends conservation/energy management techniques.
3. Notes and reports customer wiring and service facilities irregularities and actual or potential problems with distribution lines.
4. Collects and makes payment arrangements for monies owed on overdue accounts.
5. Maintains meter shop records; performs shop testing of electric meters.
6. Read special requirements meters, record readings and provide billing as routine assignment.
7. When meter reader not available will on occasional relief basis, read meters, record readings and provide billing data.

**OTHER FUNCTIONS:**

4. Assist with preparation of documents for the Board, or others as may be necessary.
5. Perform other duties as assigned or directed.
6. Attend meetings, training, and workshops as may be required.

**INTERPERSONAL CONTACTS:**

Has regular contact with internal and external sources, including employees, Department Heads, outside agencies, the media, and other governmental agencies. This position has no supervisory responsibility.

**PHYSICAL, MENTAL, & OTHER CAPABILITIES**

The job is performed primarily indoors in an office setting. 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.

**EDUCATION AND/OR EXPERIENCE REQUIRED:**

Graduation from high school or GED equivalent; two years of meter-related experience with an electric utility or any combination equivalent to education and experience likely to provide the required knowledge and abilities; must have the ability to operate meter reading and installation tools and equipment; proficient in basic computer usage and software to include Word and Excel; interpret computerized data; apply established policies and procedures, maintain accurate records; understand and carry out oral and written instructions and work

independently; use initiative and judgment, seeking guidance for situations where standard procedures may not apply; communicate effectively; establish and maintain effective working relationships with employees and the general public; ability to obtain a valid Mississippi Driver's License and acceptable MVR and must be bondable.

*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 and 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.*

36.

**A MOTION TO APPROVE THE REVISED JOB DESCRIPTION OF  
ELECTRIC DEPARTMENT APPRENTICE LINEMAN AND  
AUTHORIZATION TO ADVERTISE THE POSITION**

Upon the motion of Alderman Jeremiah Dumas, duly seconded by Alderman Sandra Sistrunk to approve the revised job description of the Electric Department Apprentice Lineman and authorization to advertise the position, the Board voted as follows:

Alderman Ben Carver	Voted: <u>Yea</u>
Alderman Sandra Sistrunk	Voted: <u>Yea</u>
Alderman Eric Parker	Voted: <u>Yea</u>
Alderman Richard Corey	Voted: <u>Yea</u>
Alderman Jeremiah Dumas	Voted: <u>Yea</u>
Alderman Roy A' . Perkins	Voted: <u>Nay</u>
Alderman Henry Vaughn, Sr.	Voted: <u>Yea</u>

Having received a majority affirmative vote of those members present and voting, the Mayor declared the motion carried.

**CITY OF STARKVILLE  
REVISED JOB DESCRIPTION**

**CURRENT**

**STARKVILLE ELECTRIC DEPARTMENT  
Apprentice Lineman**

**Duties**--This is work requiring basic skill in care of electric lines and system operated by the City of Starkville, Mississippi. Work involves on the job training and development of proficiency in the work of a lineman. It requires that worker be able to climb poles, replace and repair lights or fixtures, work on or install equipment both on the ground and above ground, operate equipment used by the Department, and be able to follow directions. This is all accomplished under close supervision of superior employees and within instructions given by the Line Foreman.

**Requirements**--Minimum requirements for this position include some basic knowledge of electricity, be at least 18 years old, have a high school education or state recognized equivalent, possess a valid class "A" commercial driver's license and acceptable driving record, and be physically capable of climbing poles and handling heavy materials and the ability to carry out the essential job functions.

## **PROPOSED**

### **STARKVILLE ELECTRIC DEPARTMENT**

#### **Apprentice Lineman**

**Duties**--This is work requiring basic skill in care of electric lines and system operated by the City of Starkville, Mississippi. Work involves on the job training and development of proficiency in the work of a lineman. It requires that worker be able to climb poles, replace and repair lights or fixtures, work on or install equipment both on the ground and above ground, operate equipment used by the Department, and be able to follow directions. This is all accomplished under close supervision of superior employees and within instructions given by the Line Foreman.

***This is a training position to facilitate training of the individual to become a Lineman. The candidate will be provided training opportunities through a series of both on-the-job and formal educational opportunities. The candidate must show acceptable and continuing progress and advancement through these opportunities to facilitate advancement to the position of Lineman.***

**Requirements**--Minimum requirements for this position include some basic knowledge of electricity, be at least 18 years old, have a high school education or state recognized equivalent, possess a valid class "A" commercial driver's license and acceptable driving record, and be physically capable of climbing poles and handling heavy materials and the ability to carry out the essential job functions.

#### **NOTE:**

**Mayor Parker Wiseman** made note that prior action to exclude the elimination of the storekeeper position from Phase 1 of the Starkville Electric Department's Proposed Reorganization Plan caused agenda item XI-G-7 "A Request to Eliminate the Position of Storekeeper from the Electric Department to become Effective October 1, 2011," to be no longer an action item.

**37.**

### **A MOTION TO ADJOURN**

Upon the motion of Alderman Jeremiah Dumas, duly seconded by Alderman Richard Corey, to adjourn the meeting, the Board voted unanimously in favor of the motion.

The next meeting of the Mayor and Board of Alderman will be August 2, 2011, at 5:30 p.m., said meeting will be in the Courtroom/Boardroom of City Hall, located at 101 E. Lampkin Street, Starkville, MS.

SIGNED AND SEALED THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_ 2011.

\_\_\_\_\_  
MARKEETA OUTLAW, CITY CLERK

\_\_\_\_\_  
PARKER WISEMAN, MAYOR

(SEALED)