

REGULAR FIRST TUESDAY NOVEMBER 2023, MEETING
OF THE MAYOR AND BOARD OF ALDERMEN

BE IT REMEMBERED that Tuesday, November 7, 2023, being the first Tuesday of October 2023, and the day fixed by Board order for holding the first monthly meeting, said meeting was held in the Boardroom in the Municipal Complex at 909 River Road in the Town of Tunica, Mississippi, beginning at 3:00 p.m. with the following present or absent as indicated below:

Mayor Andrew T. Dulaney	Present
Alderman Lee B. Turner	Absent
Alderman Valerie Hartsfield	Present
Alderman Rebecca P. Fyfe	Present
Alderman Adam Fullilove	Present
Alderman Daniel M. Pierce	Present*
Town Clerk Kate Scott Pennock	Present
Town Attorney Richard W. Ryals, II	Present
Interim Police Chief Richard Veazey	Present
Operations Manager Thomas J. Robinson, III	Present
Public Works Supervisor Reggie Griffin	Present
Town Chaplain Danny Smith	Present

*Via telephone – as indicated.

Others in attendance are listed on the attendance sheet.

APPENDIX A: ATTENDANCE SHEET

Mayor Dulaney called the meeting to order and led in the pledge of allegiance. Danny Smith led in prayer for the Town.

The Board considered the minutes from the October 17 and October 31, 2023, meetings. Alderman Hartsfield moved to approve the minutes as written and previously provided to the Board of Aldermen. Alderman Fyfe seconded the motion. Thereupon, the matter was put to a vote and the same having received the unanimous affirmative vote of all Aldermen present, the Mayor declared the same carried and adopted.

The Board then considered the claims for October 2023, including an additional claim to Bridgers, Goodman, Baird & Clarke, PLLC for \$23,000. It was noted that a summary of the claims was previously provided to the Board. After a brief discussion of the claims and a review by Mayor Dulaney, Alderman Hartsfield moved to approve the claims as presented. Alderman Fyfe seconded

the motion. Thereupon, the matter was put to a vote and the same having received the unanimous affirmative vote of all Aldermen present, the Mayor declared the same carried and adopted.

APPENDIX B: OCTOBER CLAIMS

CITIZENS/PRESENTATIONS/HEARING:

Reggie Griffin will be recognized at the Board's next meeting for over 20 years of service. Due to an issue, he was not able to be at today's meeting.

Andy Richardson next addressed the Board to discuss his recommendation on the drainage concerns for the Houston Cove area. Mr. Richardson reviewed what his investigation and survey of the area have revealed. Based on Mr. Richardson's engineering analysis, Mr. Richardson recommended that the drainage ditch between Lots 4 & 5. Also, to alleviate the drainage issue, the culvert under the proposed road between Lots 8 & 9 needs to be replaced. Currently, the culvert is obstructing drainage. Mr. Richardson recommended that the culvert be replaced. Following the discussion, the Board authorized and directed that the improvements be pursued and the recommendation followed.

As part of the discussion of the drainage, the Board was advised and reminded of the drainage work that Tunica County has assisted the Town of Tunica with. Specifically, Tunica County has cleaned out various drainage ditches at and around the Jacks Subdivision.

OLD BUSINESS: None.

REPORTS:

- Police Report: Interim Police Chief Richard Veazey reported for the police department. Mr. Veazey presented and reviewed his report with the Board. Following the report, Mr. Veazey was thanked for the information and update.
- Public Works: In Mr. Griffin's absence, Mr. Robinson reported for public works and water and sewer. Mr. Robinson discussed problems the Town is experiencing with its garbage trucks. Additionally, Mr. Robinson discussed various water leaks and sewer issues which have been addressed. Following the discussion, Mr. Robinson was thanked for the reports.
- Tunica Main Street: Ms. Withers was not able to attend the meeting. She will be at the Board's next meeting to update the Board on Main Street activities.
- Tunica Community Events: The next event will be the Town's Veterans Day Program. The Program will be held Monday, November 13, 2023, at 11:00 a.m. in the Veterans Park. Holding the program on Monday will allow for better participation by the local schools as well as allow the Town employees to have their holiday.

The Mayor and Board next discussed the management representation letter relating to the audit for FY22 audit. A copy of the letter signed by Mr. Dulaney and Ms. Pennock was provided to the Board members and available at the meeting. After a brief discussion, Alderman Fyfe moved that the same be received and included in the minutes. Alderman Pierce seconded the motion. Thereupon, the matter was put to a vote and the same having received the unanimous affirmative vote of all Alderman present, the Mayor declared the same carried and adopted.

APPENDIX C: MANAGEMENT REPRESENTATION FOR FY22 AUDIT

The Mayor and Board of Aldermen next discussed the audit for FY22. A copy of the audit was previously received and provided to each Aldermen. Mayor Dulaney briefly reviewed the audit and discussed the findings as well as the Town's responses. Alderman Hartsfield moved that the FY22 audit be received and included in the minutes. Ms. Pennock will provide a copy of the audit and any other required information to the Mississippi State Department of Audit. Alderman Fullilove seconded the motion. Thereupon, the matter was put to a vote and the same having received the unanimous affirmative vote of all Aldermen present, the Mayor declared the same carried and adopted.

APPENDIX D: FY22 AUDIT

The Mayor and Board of Aldermen next discussed bids previously received for the construction of the Fire Annex Building. Neel-Schaffer, Inc. is the engineering firm overseeing the project for the Town. The notice to bidders was published as required by law and bids have been received. The Town received 2 bids. The bid of Murphy & Sons, Inc. is the lowest and best bid. The engineers have reviewed and evaluated both bids. Neel-Schaffer, Inc. has recommended that Murphy & Sons, Inc. bid be accepted as the lowest and best bid. Following a review of the information and based on the recommendation of Neel-Schaffer, Inc., Alderman Fyfe moved that the bid of Murphy & Sons, Inc. be accepted and that Andrew Dulaney and Kate Scott Pennock, Mayor and Clerk, be authorized to execute and deliver a contract to have the work performed. Alderman Hartsfield seconded the motion. Thereupon, the matter was put to a vote and the same having received the unanimous affirmative vote of all Aldermen present, the Mayor declared the same carried and adopted.

APPENDIX E: NEEL-SCHAFFER, INC. RECOMMENDATION ON FIRE ANNEX BIDS

The Mayor and Board next discussed a fire hydrant maintenance program. The Board was advised that there are companies that will come in annually to inspect and test all of the Town's fire hydrants. As this has not been done in some number of years, it is anticipated that there could be several fire hydrants which will require repairs. After a discussion of the matter, Alderman Fullilove moved that the Board authorize and approve Mr. Dulaney and Ms. Pennock, Mayor and Clerk, soliciting proposals for said service. Said proposals, once received, will be presented to the

Board for further consideration. Alderman Fyfe seconded the motion. Thereupon, the matter was put to a vote and the same having received the unanimous affirmative vote of all Alderman present, the Mayor declared the same carried and adopted.

The Mayor and Board next discussed the reimbursement rate for meals/lodging when employees travel on Town business. The Mississippi Department of Finance and Administration has updated the reimburse rates. After a discussion of the matter, Alderman Hartsfield moved that the Board adopt the same reimbursement rates as the State of Mississippi. Alderman Fullilove seconded the motion. Thereupon, the matter was put to a vote and the same having received the unanimous affirmative vote of all Alderman present, the Mayor declared the same carried and adopted.

The Mayor and Board of Aldermen next discussed health insurance that is offered to the Town's employees. This is renewed annually in December. The Town has received the updated information and renewal pricing. The cost per employee has gone down. A copy of the renewal quote was provided to each employee. After a discussion of the matter, Alderman Fyfe moved that the renewal quote from Accuity Group be accepted and approved, and that Andrew Dulaney and Kate Scott Pennock, Mayor and Clerk, be authorized to execute and deliver such documents as are necessary to accept the same. Alderman Hartsfield. Thereupon, the matter was put to a vote and the same having received the unanimous affirmative vote of all Alderman present, the Mayor declared the same carried and adopted.

APPENDIX F: HEALTH INSURANCE PROPOSAL FOR 2024

The Mayor and Board next discussed the new leaf machine. The leaf machine has been delivered and is being used by the public works department. The Town has received the invoice based on the bid. After a discussion, Alderman Fyfe moved that the Town approve paying Covington Sales and Service, Inc. \$106,000 for the leaf machine and that a manual check be issued for the same. Alderman Hartsfield seconded the motion. Thereupon, the matter was put to a vote and the same having received the unanimous affirmative vote of all Alderman present, the Mayor declared the same carried and adopted.

The Mayor and Board of Aldermen next discussed a drainage project to replace two culverts along Hickory Lane (the "Hickory Lane Project"). The cost of the two culverts is estimated to be \$2,176.00. The current culverts need to be replaced in order to maintain the drainage. Alderman Fyfe moved that the Board authorize and approve the Hickory Lane Project and that culverts for the same be purchased at an estimated cost of \$2,176.00. If a manual check is required for the purchase, the same is authorized and Andrew Dulaney and Kate Scott Pennock are authorized to execute the same. Alderman Fullilove seconded the motion. Thereupon, the matter was put to a vote and the same having received the unanimous affirmative vote of all Alderman present, the Mayor declared the same carried and adopted.

The Mayor and Board of Aldermen next discussed a drainage project to replace the culvert under Cummins Road near the Gookin Home (the "Cummins Project"). The cost of the culverts is estimated to be \$3,566.00. The current culvert under the road has collapsed and the water flow is being impeded. Alderman Fyfe moved that the Board authorize and approve the Cummins Project and that culverts for the same be purchased at an estimated cost of \$3,566.00. If a manual check is required for the purchase, the same is authorized and Andrew Dulaney and Kate Scott Pennock are authorized to execute the same. Alderman Fullilove seconded the motion. Thereupon, the matter was put to a vote and the same having received the unanimous affirmative vote of all Alderman present, the Mayor declared the same carried and adopted.

The Mayor and Board of Alderman next discussed the project to replace and upgrade the waterlines in the north end of Town. This is the project being funded with the Towns' APRA funds and MWCI Grant funds. Mayor Dulaney advised that the Mississippi Department of Health has approved the plans and specifications. Mayor Dulaney has discussed the matter with the engineers from Neel-Schaffer, Inc. It is recommended that one of the lines be removed from the base bid and included as an additive alternate. As the project could come in over budget, this was recommended. Following the discussion, Alderman Hartsfield moved that the Board received and include in its minutes the letter from the Mississippi Department of Health approving the plans and specification, and that Andrew Dulaney and Kate Scott Pennock, Mayor and Clerk, be authorized to coordinate with the engineers from Neel-Schaffer, Inc. to cause a notice to bidders to be given as required by law in order for bids to be received by the Town. Alderman Fyfe seconded the motion. Thereupon, the matter was put to a vote and the same having received the unanimous affirmative vote of all Alderman present, the Mayor declared the same carried and adopted.

APPENDIX G: DEPARTMENT OF HEALTH LETTER APPROVING PLANS AND SPECIFICIATONS

The Mayor and Board of Aldermen next discussed advertising the opportunities, possibilities and resources of the Town. As part of this, the Tunica County Tourism Commission publishes an annual visitor's guide that is distributed to tens of thousands of individuals who are looking to visit Tunica. The cost of a one-half page advertisement is \$2,000.00. Following the discussion and upon a finding that advertising in the Tunica County Tourism Commission's annual visitor's guide will bring the opportunities, possibilities, and resources of the Town into a favor light, Alderman Fullilove that the Town purchase a half page advertisement in the visit's guide at a cost of \$2,000. Alderman Fyfe seconded the motion. Thereupon, the matter was put to a vote and the same having received the unanimous affirmative vote of all Alderman present, the Mayor declared the same carried and adopted.

The Mayor and Board of Aldermen next discussed various equipment is that is no longer used by the Town for public purposes. A list of the equipment was provided to the Board of Aldermen. Some of the equipment is junk and has little to no value such as an old garbage truck that has been

out of service for many, many years. After discussing the matter and upon a finding that the items on the following list are no longer used or useful for public purposes, Alderman Hartsfield moved that the items be declared surplus and disposed at auction in compliance with Mississippi law, and to the extent some of the items have no value, the same be junked and disposed of. All of said items shall be removed from inventory once they are sold or junked. Alderman Fullilove seconded the motion. Thereupon, the matter was put to a vote and the same having received the unanimous affirmative vote of all Alderman present, the Mayor declared the same carried and adopted.

APPENDIX H: LIST OF SURPLUS EQUIPMENT

The Mayor and Board of Aldermen discussed closing the bank account at Citizens Bank where the State Fire Code Funds are held and transferring these to the Five Rebate account. This was recommended to the Town by the State Fire Coordinator. After a brief discussion, Alderman Fyfe moved that the Board authorize and approve transferring the State Fire Code Funds out of the account to the Fire Rebate Account and closing the State Fire Code account. These accounts are at Citizens Bank. Alderman Hartsfield seconded the motion. Thereupon, the matter was put to a vote and the same having received the unanimous affirmative vote of all Alderman present, the Mayor declared the same carried and adopted.

The Mayor and Board of Aldermen discussed applying for a State and Local Cybersecurity Grant. After a discussion of the matter and a review of the documents, Alderman Hartsfield moved that the same be approved and that Andrew Dulaney and Kate Scott Pennock, Mayor and Clerk, be authorized and directed to execute and deliver the documents in the form as presented. Alderman Fyfe seconded the motion. Thereupon, the matter was put to a vote and the same having received the unanimous affirmative vote of all Alderman present, the Mayor declared the same carried and adopted.

APPENDIX I: CYBERSECURITY GRANT/MOU INFORMATION

The Mayor and Board next discussed and considered the following official travel requests:

- Laura Wither & Kate Scott Pennock, City Planning for Rural Communities Session (DRIVE), Memphis, TN, September 15, 2023.
- Andrew Dulaney, Kate Scott Pennock, All Aldermen and Wes Ryals, MML Mid-Winter Conference, Jackson, MS, January 9 – 11, 2024.

Following a discussion of the travel and a finding that the best interest of the Town will be served and benefited from the educational opportunities afforded to the those traveling, Alderman Fyfe moved that the reference travel request be approved. And, to the extent requested, a travel advance shall be made as authorized by law. Alderman Hartsfield seconded the motion. Thereupon, the matter was put to a vote and the same having received the unanimous affirmative vote of all Aldermen present, the Mayor declared the same carried and adopted.

Mayor Dulaney gave the Board an update of various ongoing projects and the timeframe for each. Following the discussion, no action was taken.

With no other business, Alderman Fullilove moved to adjourn the meeting. Alderman Fyfe seconded the motion. Thereupon, the matter was put to a vote and the same having received the unanimous affirmative vote of all Aldermen present, the Mayor declared the same carried and adopted, and the meeting adjourned this 7th day of November 2023.

Andrew T. Dulaney, Mayor

ATTEST:

Kate Scott Pennock, Town Clerk

APPENDIX A:	ATTENDANCE SHEET
APPENDIX B:	OCTOBER CLAIMS
APPENDIX C:	MANAGEMENT REPRESENTATION FOR FY 2022 AUDIT
APPENDIX D:	FY 2022 AUDIT
APPENDIX E:	NEEL-SCHAFFER, INC. RECOMMENDATION ON FIRE ANNEX BIDS
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