



Minutes - Final
Board of Mayor and Aldermen

Monday, October 3, 2016

10:00 AM

City Hall Annex Board Room

1. Invocation, Pledge of Allegiance and Call to Order

Invocation was given by Alderman Michael A. Mayfield, Sr.

Pledge of Allegiance was led by Alderman Willis T. Thompson

2. Roll Call

Present: 3 - Mayor George Flaggs Jr.
Alderman Michael A. Mayfield Sr.
Alderman Willis T. Thompson

3. Board Comments:

4. Adopt Agenda

ADD:

Adopt Employees' Educational Incentives Program (ID-16-1413)

On motion of Alderman Mayfield, seconded by Alderman Thompson, the Mayor and Aldermen voted to adopt Agenda as amended. The motion was adopted unanimously by the following vote:

Aye: 3 - Mayor Flaggs, Alderman Mayfield, and Alderman Thompson

Recognitions:

- A. [ID-16-1334](#)** Employee Anniversaries:
1. 5 years of service: Edwin Carter - Building Maintenance Department
Mayor Flaggs recognized Edwin Carter in the Building Maintenance Department; with five (5) years of service.
- The Mayor and Aldermen congratulated Edwin Carter for his years of service with the City of Vicksburg.

- B. [ID-16-1304](#)** Proclamation - National Night Out

Attachments: [Proclamation - National Night Out](#)

Mayor Flaggs presented Proclamation Declaring October 04, 2016 as National Night Out

Routine Agenda:

- A. [ID-16-1301](#)** Receive Sealed Bids for:
1. Concrete
2. Sand, Rock, and Gravel
3. Traffic Management Supplies
On motion of Alderman Thompson, seconded by Alderman Mayfield, the Board proceeded to open bids submitted for furnishing Concrete; Sand, Rock, and Gravel; Traffic Management Supplies in accordance with specifications and instructions for bidding on file in the office of City Clerk: Proof of publication of legal advertisements was presented and ordered filed.

CONCRETE:

VICKSBURG READY MIX, 1730 Hwy 80 West; Vicksburg, MS 39180

The Purchasing Director stated there are multiple line items and with permission of the Board the bids be made available for review immediately following the Board Meeting rather than reading them aloud at this time.

SAND, ROCK, AND GRAVEL:

HAMMETT AND GREEN AGGREGATES, P.O. Drawer 209; Lexington, MS 39095

The Purchasing Director stated there are multiple line items and with permission of the Board the bids be made available for review immediately following the Board Meeting rather than reading them aloud at this time.

MILLER MATERIALS, INC., P.O. Box 820168; Vicksburg, MS 39182

The Purchasing Director stated there are multiple line items and with permission of the Board the bids be made available for review immediately following the Board Meeting rather than reading them aloud at this time.

TRAFFIC MANAGEMENT SUPPLIES:

CUSTOM PRODUCTS CORPORATION, P.O. Box 54091; Jackson, MS 39288

The Purchasing Director stated there are multiple line items and with permission of the Board the bids be made available for review immediately following the Board Meeting rather than reading them aloud at this time.

On motion of Alderman Thompson, seconded by Alderman Mayfield, the Mayor and Aldermen voted to accept and refer the foregoing bids to the Purchasing Department and Various Departments for review and recommendation back to the Board for award. The motion was adopted unanimously by the following vote:

Aye: 3 - Mayor Flaggs, Alderman Mayfield, and Alderman Thompson

B. [ID-16-1300](#) Vicksburg Convention Center Updates

Ms. Annette Kirklin, of the Vicksburg Convention Center, came before the Board to inform the public of the upcoming events at the Vicksburg Convention Center for the month of October 2016 and invited the public to attend.

The Mayor and Aldermen thanked Ms. Kirklin for attending the meeting.

C. [ID-16-1302](#) Approve request for radio sponsorship from Lendsi Radio, LLC for Vicksburg and Warren Central High School Football Games (October and November)

Attachments: [Football Sponsorship](#)

Mayor Flaggs stated that purchasing an advertisement from Lendsi Radio, LLC will bring into favorable notice the opportunities, possibilities and resources of the City of Vicksburg and will be helpful toward advancing the moral, financial and other interest of the City of Vicksburg.

On motion of Alderman Mayfield, seconded by Alderman Thompson, and unanimously passed, The Mayor and Aldermen of the City of Vicksburg approved the purchase of a radio ad from Lendsi Radio, LLC for Vicksburg and Warren Central High School Football Games (October and November) in the amount of \$1,180.00.00. The motion was adopted unanimously by the following vote:

Aye: 3 - Mayor Flaggs, Alderman Mayfield, and Alderman Thompson

D. [ID-16-1303](#) Approve request for radio sponsorship from River 101.3 / KHits 104.5 / The Touch 92.7 for Happy Halloween Safety Campaign

Attachments: [Halloween Sponsorship](#)

Mayor Flaggs stated that purchasing an advertisement from River 101.3 / KHits 104.5 / The Touch 92.7 will bring into favorable notice the opportunities, possibilities and resources of the City of Vicksburg and will be helpful toward advancing the moral, financial and other interest of the City of Vicksburg.

On motion of Alderman Thompson, seconded by Alderman Mayfield, and unanimously passed, The Mayor and Aldermen of the City of Vicksburg approved the purchase of radio ads from River 101.3 / KHits 104.5 / The Touch 92.7 for Happy Halloween Safety Campaign in the amount of \$400.00. The motion was adopted unanimously by the following vote:

Aye: 3 - Mayor Flaggs, Alderman Mayfield, and Alderman Thompson

E. [ID-16-1313](#) Approve request for advertisement from Bluffs and Bayous Magazine for twelve months for a total amount of \$4,920.00:
1. First 6 months 1/3 page ad in the amount of \$2,460.00
2. Remaining 6 months 1/3 page ad in the amount of \$2,460.00

Attachments: [Bluffs & Bayous Ad](#)

Mayor Flaggs stated that purchasing an advertisement from Bluffs and Bayous Magazine will bring into favorable notice the opportunities, possibilities and resources of the City of Vicksburg and will be helpful toward advancing the moral, financial and other interest of the City of Vicksburg.

On motion of Alderman Thompson, seconded by Alderman Mayfield, and unanimously passed, The Mayor and Aldermen of the City of Vicksburg approved the purchase of an ad from Bluffs and Bayous Magazine. First 6 months 1/3 page ad in the amount of \$2,460.00; 2. Remaining 6 months 1/3 page ad in the amount of \$2,460.00. The motion was adopted unanimously by the following vote:

Aye: 3 - Mayor Flaggs, Alderman Mayfield, and Alderman Thompson

- F. [ID-16-1314](#) Approve request for advertisement in the Jackson Advocate's 79th Year Anniversary Issue

Attachments: [Jackson Advocate](#)

Mayor Flaggs stated that purchasing an advertisement from The Jackson Advocate will bring into favorable notice the opportunities, possibilities and resources of the City of Vicksburg and will be helpful toward advancing the moral, financial and other interest of the City of Vicksburg.

On motion of Alderman Mayfield, seconded by Alderman Thompson, and unanimously passed, The Mayor and Aldermen of the City of Vicksburg approved the purchase of a quarter page ad from The Jackson Advocate's 79th Year Anniversary Issue in the amount of \$300.00. The motion was adopted unanimously by the following vote:

Aye: 3 - Mayor Flaggs, Alderman Mayfield, and Alderman Thompson

- G. [ID-16-1315](#) Approve request for advertisement from The Exchange Club of Vicksburg Child and Parent Center, Inc.

Attachments: [CAP Center](#)

Mayor Flaggs stated that purchasing an advertisement from The Exchange Club of Vicksburg Child and Parent Center, Inc. will bring into favorable notice the opportunities, possibilities and resources of the City of Vicksburg and will be helpful toward advancing the moral, financial and other interest of the City of Vicksburg.

On motion of Mayor Flaggs, seconded by Alderman Thompson, and unanimously passed, The Mayor and Aldermen of the City of Vicksburg approved the purchase of a sponsorship ad from The Exchange Club of Vicksburg Child and Parent Center, Inc. in the amount of \$3,000.00. The motion was adopted unanimously by the following vote:

Aye: 3 - Mayor Flaggs, Alderman Mayfield, and Alderman Thompson

- H. [ID-16-1316](#) Approve request for advertisement from Shonna's Nails & More for New Year's Eve Masquerade Ball supporting the David L. Hubbard Scholarship Fund [Mayor's Discretionary Budget]

Attachments: [Hubbard Scholarship](#)

Mayor Flaggs stated that purchasing an advertisement from Shonna's Nails & More will bring into favorable notice the opportunities, possibilities and resources of the City of Vicksburg and will be helpful toward advancing the moral, financial and other interest of the City of Vicksburg.

On motion of Alderman Thompson, seconded by Alderman Mayfield, and unanimously passed, The Mayor and Aldermen of the City of Vicksburg approved the purchase of sponsorship ad from Shonna's Nails & More New Years' Eve Masquerade Ball supporting the David L. Hubbard Scholarship Fund [Mayor's Discretionary Budget] in the amount of \$1,000.00. The motion was adopted unanimously by the following vote:

Aye: 3 - Mayor Flaggs, Alderman Mayfield, and Alderman Thompson

- I. [ID-16-1332](#) Approve request for sponsorship from Alcorn State University for its 8th Annual Purple and Gold Golf Tournament

Attachments: [Alcorn Golf Sponsorship](#)

Mayor Flaggs stated that purchasing an advertisement from Alcorn State

University will bring into favorable notice the opportunities, possibilities and resources of the City of Vicksburg and will be helpful toward advancing the moral, financial and other interest of the City of Vicksburg.

On motion of Mayor Flaggs, seconded by Alderman Mayfield, and unanimously passed, The Mayor and Aldermen of the City of Vicksburg approved the purchase of a silver sponsor ad from Alcorn State University for its 8th Annual Purple and Gold Golf Tournament in the amount of \$500.00. The motion was adopted unanimously by the following vote:

Aye: 3 - Mayor Flaggs, Alderman Mayfield, and Alderman Thompson

- J. [ID-16-1333](#) Approve request for sponsorship from Ellana Boutique

Attachments: [Ellana Boutique](#)

Mayor Flaggs stated that purchasing an advertisement from Ellana Boutique will bring into favorable notice the opportunities, possibilities and resources of the City of Vicksburg and will be helpful toward advancing the moral, financial and other interest of the City of Vicksburg.

On motion of Alderman Thompson, seconded by Alderman Mayfield, and unanimously passed, The Mayor and Aldermen of the City of Vicksburg approved the purchase of a sponsorship ad from Ellana Boutique Annual Luncheon and Fashion Show in the amount of \$100.00. The motion was adopted unanimously by the following vote:

Aye: 3 - Mayor Flaggs, Alderman Mayfield, and Alderman Thompson

- K. [ID-16-1317](#) Approve request from Chief Atkins to declare badge as surplus property for Retired Lieutenant Tim Andress and authorize sale for \$85.00

Attachments: [Surplus Badge](#)

On motion of Alderman Mayfield, seconded by Alderman Thompson, the Mayor and Aldermen voted to approve the request from Chief Atkins to declare badge as surplus property for Retired Lieutenant Tim Andress and authorize sale for \$85.00. The motion was adopted unanimously by the following vote:

Aye: 3 - Mayor Flaggs, Alderman Mayfield, and Alderman Thompson

- L. [ID-16-1323](#) Adopt Warren County-City of Vicksburg Comprehensive Emergency Management Plan

On motion of Alderman Mayfield, seconded by Alderman Thompson, the Mayor and Aldermen voted to adopt the Warren County-City of Vicksburg Comprehensive Emergency Management Plan. The motion was adopted unanimously by the following vote:

Aye: 3 - Mayor Flaggs, Alderman Mayfield, and Alderman Thompson

- M. [ID-16-1327](#) Approve Municipal Compliance Questionnaire for year ending September 30, 2016

On motion of Alderman Mayfield, seconded by Alderman Thompson, the Mayor and Aldermen voted to approve the Municipal Compliance Questionnaire for year ending September 30, 2016. The motion was adopted unanimously by the following vote:

Aye: 3 - Mayor Flaggs, Alderman Mayfield, and Alderman Thompson

- N. [ID-16-1331](#) Approve request from Vicksburg Police Department to establish Petty Cash Fund in the name of Walter L. Armstrong, Chief of Police in the amount of \$3,500.00

Attachments: [Petty Cash](#)

On motion of Alderman Mayfield, seconded by Alderman Thompson, the Mayor and Aldermen voted to approve the request from Vicksburg Police Department to establish Petty Cash Fund in the name of Walter L. Armstrong, Chief of Police in the amount of \$3,500.00. The motion was adopted unanimously by the following vote:

Aye: 3 - Mayor Flaggs, Alderman Mayfield, and Alderman Thompson

- O. [ID-16-1339](#) Approve Additions to Employee Driving List:
1. Fire Department - Trey Michael Vincent, Jonathan Taylor

Attachments: [Driving List](#)

On motion of Alderman Thompson, seconded by Alderman Mayfield, the Mayor and Aldermen voted to approve the Additions to Employee Driving List: 1. Fire Department - Trey Michael Vincent, Jonathan Taylor. The motion was adopted unanimously by the following vote:

Aye: 3 - Mayor Flaggs, Alderman Mayfield, and Alderman Thompson

- P.** [ID-16-1330](#) Hearing to determine whether or not the properties listed on the Community Development Agenda are a public menace to the public health, safety, and welfare of the community

Attachments: [Special Assessment](#)

Victor Gray-Lewis, Director of Community Development, came for a hearing before the Board to discuss and request permission to proceed to cut, clean and demolish the following properties:

501 Klein Street, PPIN 15665; owned by Homer & Kim Wilkes (cut grass/weeds; remove trash & debris)

3518 Washington St., PPIN 15919; owned by David & Joyce Johnson (cut grass/weeds; remove trash & debris)

On motion of Alderman Mayfield, seconded by Alderman Thompson, the Mayor and Aldermen voted to declare the foregoing properties to be a public menace to the public health, safety & welfare of the community and authorize the Director of Community Development to proceed to cut, clean and demolish structures with all charges incurred to be assessed against the property owners.

The motion was adopted unanimously by the following vote:

Aye: 3 - Mayor Flaggs, Alderman Mayfield, and Alderman Thompson

Resolutions:

- Q.** [ID-16-1341](#) Adopt Resolution to Approve City Employee Wage Increases Effective October 12, 2016

Attachments: [Resolution Employee Wage Increase](#)

On motion of Mayor Flaggs, seconded by Alderman Mayfield, the Mayor and Aldermen voted to adopt the Resolution to Approve City Employee Wage Increases Effective October 12, 2016. The motion was adopted unanimously by the following vote:

Aye: 3 - Mayor Flaggs, Alderman Mayfield, and Alderman Thompson

Enactment No: RES 2016-157

- Q.1** [ID-16-1413](#) Adopt Employee's Educational Incentives Program

Attachments: [Employee Educational Incentives](#)

On motion of Alderman Thompson, seconded by Alderman Mayfield, the Mayor and Aldermen voted to adopt Employees' Educational Incentives Program. The motion was adopted unanimously by the following vote:

Aye: 3 - Mayor Flaggs, Alderman Mayfield, and Alderman Thompson

Contracts:

- R.** [ID-16-1319](#) Authorize Mayor to Execute Contract with Independent Roofing Systems, Inc. for Roof Replacement at Gas Office and Airport and Issuance of Notice to Proceed

On motion of Alderman Mayfield, seconded by Alderman Thompson, the Mayor and Aldermen voted to authorize the Mayor to Execute Contract with Independent Roofing Systems, Inc. for Roof Replacement at Gas Office and Airport and Issuance of Notice to Proceed. The motion was adopted unanimously by the following vote:

Aye: 3 - Mayor Flaggs, Alderman Mayfield, and Alderman Thompson

- S.** [ID-16-1322](#) Authorize Mayor to Execute Rental Agreement with Unitech for a

copier for:

1. Animal Control Department
2. Community Development Department
3. Purchasing Department

Attachments: [Copier - Animal Control](#)

[Copier - Community Development](#)

[Copier - Purchasing](#)

On motion of Alderman Mayfield, seconded by Alderman Thompson, the Mayor and Aldermen voted to authorize the Mayor to Execute Rental Agreement with Unitech for a copier for: 1. Animal Control Department; 2. Community Development Department; 3. Purchasing Department. The motion was adopted unanimously by the following vote:

Aye: 3 - Mayor Flaggs, Alderman Mayfield, and Alderman Thompson

Executive Session:

Alderman Thompson moved the Mayor and Aldermen go into a closed meeting to determine if the Board should go into executive session. The motion was seconded by Alderman Mayfield. Voting aye, Mayor Flaggs, Alderman Thompson, Alderman Mayfield. None voting nay, the motion was unanimously adopted.

The Mayor and Aldermen discussed whether or not they should go into executive session. Alderman Mayfield moved to go into executive session to discuss Personnel Action Forms for Longevity Pay in the Building Maintenance Department (1); New Hires in the Sewer Department (2); Pay Adjustments in the Police Department (3); Suspension in the Fire Department (1); Discussion in the Administration Department (1). The motion was seconded by Alderman Thompson, and upon vote being taken, the following voting aye: Mayor Flaggs, Alderman Thompson, Alderman Mayfield. The motion was adopted unanimously. The Mayor and Aldermen announced they would go into executive session to discuss Personnel Action Forms for Longevity Pay in the Building Maintenance Department (1); New Hires in the Sewer Department (2); Pay Adjustments in the Police Department (3); Suspension in the Fire Department (1); Discussion in the Administration Department (1).

The Mayor and Aldermen are now in executive session.

Those present at the executive session were Mayor Flaggs, Alderman Thompson, Alderman Mayfield, Nancy Thomas - City Attorney, Walter W. Osborne, Jr. - City Clerk, Walterine Langford - Human Resource Director, Carolyn Butler - Human Resource Associate, Brian Boykins - Mayor's Administrative Assistant, Debra Goodman - Mayor's Administrative Assistant, Danitta Reed - Southward's Administrative Assistant.

Aye: 3 - Mayor Flaggs, Alderman Mayfield, and Alderman Thompson

Personnel Matters:

A. [ID-16-1335](#) Longevity - Building Maintenance Department (1)

On motion of Alderman Thompson, seconded by Alderman Mayfield, the Mayor and Aldermen voted to approve Longevity Pay for Custodian from \$8.90 per hour to \$8.99 per hour in the Building Maintenance Department, for five (5) years of service. The motion was adopted unanimously by the following vote:

Aye: 3 - Mayor Flaggs, Alderman Mayfield, and Alderman Thompson

B. [ID-16-1336](#) New Hires - Sewer Department (2)

On motion of Alderman Thompson, seconded by Alderman Mayfield, the Mayor and Aldermen voted to approve New Hires for Equipment Operator at \$14.00 per hour, Laborer at \$7.25 per hour in the Sewer Department. The motion was adopted unanimously by the following vote:

Aye: 3 - Mayor Flaggs, Alderman Mayfield, and Alderman Thompson

C. [ID-16-1337](#) Pay Adjustments - Police Department (3)

On motion of Alderman Thompson, seconded by Alderman Mayfield, the Mayor and Aldermen voted to approve Pay Adjustments for Patrol Officer at \$14.80 per hour to \$15.00 per hour, Patrol Officer at \$15.40 per hour to \$15.60 per hour, Lieutenant/CID at \$27.14 per hour to \$27.34 per hour in the Police Department. The motion was adopted unanimously by the following vote:

Aye: 3 - Mayor Flaggs, Alderman Mayfield, and Alderman Thompson

D. [ID-16-1338](#) Suspension - Fire Department (1)

On motion of Alderman Thompson, seconded by Alderman Mayfield, the Mayor and Aldermen voted to approve the Suspension for a Firefighter I for eight (8) hours in the Fire Department. Employee violated Vicksburg Fire Department Standard Operating Guideline 12.1.75 (second offense). The motion was adopted unanimously by the following vote:

Aye: 3 - Mayor Flaggs, Alderman Mayfield, and Alderman Thompson

E. [ID-16-1340](#) Discussion - Administration Department (1)

On motion of Alderman Thompson, seconded by Alderman Mayfield, the Mayor and Aldermen held a discussion and voted to approve the Departmental Transfer for Secretary II at \$14.67 per hour in the Administration Department to Administrative Assistant at \$14.67 per hour in the Gas Department. The motion was adopted unanimously by the following vote:

Aye: 3 - Mayor Flaggs, Alderman Mayfield, and Alderman Thompson

F [ID-16-1492](#) Come Out of Executive Session and Approve All Items Taken Up in Executive Session

On motion of Alderman Thompson, seconded by Alderman Mayfield, the Mayor and Aldermen voted to Come Out of Executive Session and Approve All Items Taken Up in Executive Session. The motion was adopted unanimously by the following vote:

Aye: 3 - Mayor Flaggs, Alderman Mayfield, and Alderman Thompson

Adjournment

On motion of Alderman Thompson, seconded by Alderman Mayfield, and unanimously passed, the Mayor and Aldermen of the City of Vicksburg adjourned to meet 10 o'clock a.m., Monday, October 10, 2016, to take up and act upon any and all matters that may come before the Board.

MAYOR

ATTEST:

CITY CLERK

Aye: 3 - Mayor Flaggs, Alderman Mayfield, and Alderman Thompson