

# **CITY COUNCIL SPECIAL CALLED MEETING**

## **MUNICIPAL MINUTES CITY OF TUPELO**

### **STATE OF MISSISSIPPI**

**APRIL 16, 2020**

**CALL TO ORDER:** COUNCILWOMAN NETTIE DAVIS

Councilwoman Nettie Davis called the meeting to order at 4:30 PM.

### **ROLL CALL:**

WARD 1	MARKEL WHITTINGTON - in Chambers
WARD 2	LYNN BRYAN - by teleconference
WARD 3	TRAVIS BEARD - by teleconference
WARD 4	NETTIE DAVIS - in Chambers
WARD 5	BUDDY PALMER - Absent
WARD 6	MIKE BRYAN - by teleconference
WARD 7	WILLIE JENNINGS - Absent

### **ROUTINE AGENDA**

### **IN THE MATTER OF EMERGENCY POLICY**

Councilman Whittington moved, seconded by Councilman Beard to approve the amendment to the employee handbook section 503 Emergency Closings. There was a extended explanation and question and answer session concerning the changes in this policy. The vote was 5-0 in favor. **APPENDIX A**

### **ADJOURNMENT**

Upon motion duly made by Councilman Whittington, seconded by Councilman Beard to adjourn the meeting at 4:53 PM. The vote was unanimous in favor. This the 16<sup>th</sup> day of April, 2020.

  
Nettie Davis, President  
City Council

ATTEST:

  
Missy Shelton, Clerk of the Council



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Jason Shelton, Mayor

May 5, 2020  
May 5, 2020



<b>City of Tupelo Employee Handbook</b>	<b>Policy#</b>	<b>503</b>
<b>Section 5 City Employment Policies</b>	<b>Effective Date:</b>	<b>1/1/19</b>
<b>503 Emergency Closings</b>	<b>Supersedes:</b>	

## **503 Emergency Closings**

At times, emergencies such as severe weather, fires, power failures, or earthquakes, can disrupt City operations. In extreme cases, these circumstances may require the closing of a work facility. In the event that such an emergency occurs during nonworking hours, the Mayor or the Mayor's representative will contact local radio and television stations as soon as possible and request broadcast notification of the closing.

When operations are officially closed due to emergency conditions, the time off from scheduled work will be paid. Employees in essential operations may be asked to work on a day when operations are officially closed. In these circumstances, non-exempt employees who work will receive overtime pay.



<b>City of Tupelo Employee Handbook</b>	<b>Policy#</b>	<b>503</b>
Error! Reference source not found.	<b>Effective Date:</b>	<b>4/20/20</b>
503 Emergency Operations and Closings	<b>Supersedes:</b>	<b>1/1/19</b>

## 503 Emergency Operations and Closings

At times, emergencies such as severe weather, fires, power failures, or earthquakes, public health infectious disease outbreaks/pandemics can disrupt City operations. In extreme cases, these circumstances may require the limiting of operations or closing of a work facility.

In the event that such an emergency occurs during nonworking hours, the Mayor or the Mayor's representative will contact local radio and television stations as soon as possible and request broadcast notification of the closing.

All city employees are considered essential critical infrastructure workers.

When operations are officially limited or facilities closed due to emergency conditions for a period of less than seven (7) days, the time off from scheduled work will be paid administrative leave. Employees in certain operations (e.g. support of command and control; restoration of utility services; debris removal and protection of public streets, easements, properties; facilities; equipment; public safety; communications; or any other necessary response activities) may be asked to work on a day when operations are officially limited or closed. In these circumstances, non-exempt employees who work will receive overtime pay.

When operations are officially closed or limited due to the specific nature of the emergency conditions (e.g. pandemic) for a period of greater than seven (7) days, non-exempt employees who work will be paid at their regular rate of pay. Department heads will schedule work in a manner to utilize all non-exempt workers in accordance with emergency-specific health and safety guidelines established by federal, state and local authorities for essential critical infrastructure workers during the emergency. These measures include, but are not limited to, telework, rotating shifts or crews, longer workdays or work-weeks split between shifts or crews, and assignment of different job functions.

For the 2020 COVID-19 public health crisis, the following non-exempt employees will be on paid administrative leave who:

- 1) are 65 years and older or who have underlying health conditions which place them at higher risk for severe illness from COVID-19 in accordance with CDC guidelines; or
- 2) have been advised by a health care provider to self-quarantine related to COVID-19; or
- 3) are experiencing COVID-19 symptoms and are seeking a medical diagnosis; or
- 4) are caring for an individual in self-quarantine; or
- 5) are caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19; or
- 6) for the time and extent operations of the city cannot provide work measures (see above examples) to



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utilize them in the workforce.

Categories 1) through 5) above require the employee to submit to the department head written request and documentation of the reason, and the duration shall not exceed 12 weeks.

Employees in categories 2) and 3) above shall return to work upon written clearance to return by a medical professional.

Employees in category 6) above must return to work when work is made available.



# City of Tupelo

Jason L. Shelton  
Mayor

## CITY COUNCIL

**NOTICE: CALL FOR A SPECIAL CALL MEETING  
OF THE MAYOR AND CITY COUNCIL OF THE CITY OF TUPELO**

### COUNCIL

Markel Whittington  
Ward One

Lynn Bryan  
Ward Two

Travis Beard  
Ward Three

Nettie Y. Davis  
Ward Four

Buddy Palmer  
Ward Five

Mike Bryan  
Ward Six

Willie Jennings  
Ward Seven

**STATE OF MISSISSIPPI  
COUNTY OF LEE  
CITY OF TUPELO**

**TO: MARKEL WHITTINGTON, LYNN BRYAN, TRAVIS BEARD,  
NETTIE Y. DAVIS, BUDDY PALMER, MIKE BRYAN, WILLIE  
JENNINGS, CITY COUNCIL OF THE CITY OF TUPELO,  
MISSISSIPPI**

You are hereby notified that a special call meeting of the Mayor and City Council of the City of Tupelo, Mississippi, is hereby called to meet in the City Hall Council Chambers, 2<sup>nd</sup> Floor, 71 East Troy Street, in the City of Tupelo, Mississippi, on Thursday, April 16, 2020 or by Zoom at the following link:  
Join Zoom Meeting

<https://zoom.us/j/92971175885?pwd=TzlXOXZuWW83ME5veWJYOXQyRzVMZz09>

Meeting ID: 929 7117 5885

Password: 286787

One tap mobile

+19294362866,,92971175885#,,#286787# US (New York)

+13126266799,,92971175885#,,#286787# US (Chicago)

### Dial by your location

+1 929 436 2866 US (New York)

+1 312 626 6799 US (Chicago)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US

+1 301 715 8592 US

+1 346 248 7799 US (Houston)

Meeting ID: 929 7117 5885

Password: 286787

Find your local number: <https://zoom.us/u/abiwYNhCx2>

TIME: 4:00 p.m.

The object of said meeting, being called pursuant to Miss. Code § 21-8-11, is to discuss and act upon the following matter(s) of business:

**EMERGENCY POLICY**

This called on this, the 15<sup>th</sup> day of April, 2020 at 2:30 PM.



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JASON L. SHELTON, MAYOR

**From:** Markel Whittington  
**Sent:** Wednesday, April 15, 2020 3:51 PM  
**To:** Missy Shelton  
**Subject:** Accepted: Work Session and Special Called Meeting

*Nettie Davis confirmed by telephone.*



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**From:** Lynn Bryan  
**Sent:** Wednesday, April 15, 2020 4:26 PM  
**To:** Missy Shelton  
**Subject:** Accepted: Work Session and Special Called Meeting

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**From:** Travis Beard  
**Sent:** Wednesday, April 15, 2020 4:27 PM  
**To:** Missy Shelton  
**Subject:** Accepted: Work Session and Special Called Meeting

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**From:** Buddy Palmer  
**Sent:** Wednesday, April 15, 2020 5:51 PM  
**To:** Missy Shelton  
**Subject:** Accepted: Work Session and Special Called Meeting

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**From:** Mike Bryan  
**Sent:** Wednesday, April 15, 2020 3:47 PM  
**To:** Missy Shelton  
**Subject:** Accepted: Work Session and Special Called Meeting

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**From:** Willie Jennings  
**Sent:** Wednesday, April 15, 2020 3:48 PM  
**To:** Missy Shelton  
**Subject:** Accepted: Work Session and Special Called Meeting