



REGULAR MEETING OF THE MAYOR AND BOARD OF ALDERMEN OF THE CITY OF GLUCKSTADT, MISSISSIPPI

Tuesday, November 14, 2023, at 6:00 PM

Minutes

1. Call Meeting to Order and Roll Call

The Mayor called the November 14, 2023, Regular Meeting of the Mayor and Board of Aldermen to order. The Mayor presented the Notice of Regular Meeting of the Mayor and Board of Aldermen of the City of Gluckstadt, Mississippi acknowledged by all Aldermen. (Exhibit "A").

Board Members Present: Mayor Walter C. Morrison, Alderman John Taylor, Alderwoman Miya Warfield Bates, Alderman Wesley Slay, Alderman Jayce Powell and Alderwoman Lisa Williams.

Staff Members Present: City Clerk Lindsay Kellum, Deputy Clerk Scott Maugh, Executive Assistant Janet Brooks, Planning & Zoning Director / Building Official William Hall, Public Works Director Chris Buckner, Executive Assistant Bridgette Smith, Chief of Police Barry Hale, Assistant Chief of Police Jeremy Slaven, Court Clerk Stephanie Gerlach, City Attorney John Scanlon and City Attorney Zachary Giddy.

2. Opening Prayer and Pledge of Allegiance

Pastor Steven Brooks opened the meeting with prayer.

Alderman Powell led the pledge of allegiance.

No action taken.

3. Presented Items

A) New Police Department and Municipal Court: Discussion and Approval of Contract, SafeHaven Baby Box

The Mayor presented a brief background on the SafeHaven Baby Box project and the ongoing efforts of Representative Jill Ford and the Mayor to raise awareness and implement the Baby Box at the new Gluckstadt Police Department and Municipal Court. This will be the first SafeHaven Baby Box located in central Mississippi. The cost of the project will be offset by donations and fundraising (approx. \$15,000 - \$25,000).

The Mayor requested a motion to approve the contract for the SafeHaven Baby Box to go into the new Gluckstadt Police Department and Municipal Court. (*Exhibit "B"*). Motion made by Alderwoman Williams, Seconded by Alderwoman Bates.

Voting Yea: Alderman Powell, Alderman Taylor, Alderwoman Williams, Alderwoman Bates, Alderman Slay.

The Mayor declared the motion carried.

B) Recognition of Germantown High School Marching Band & Adoption of Resolution

The Mayor recognized members of the Germantown High School Marching Band, as well as the Band Director, Justin Harvison before the public. He then requested the board adopt the Resolution Recognizing the Germantown High School Marching Band on Finishing First Overall in Class 2A and Eighth Place Overall at the 2023 Bands of America St. Louis Super Regional. (*Exhibit "C"*). Motion made by Alderman Powell, Seconded by Alderman Slay.

Voting Yea: Alderman Powell, Alderman Taylor, Alderwoman Williams, Alderwoman Bates, Alderman Slay.

The Mayor declared the motion carried.

C) Presentation of Plaque to Mike McCollum (Planning and Zoning / Public Works)

The Mayor and Board recognized Mr. Mike McCollum for his commitment and efforts in starting the Planning and Zoning Department and Public Works Department for the City of Gluckstadt. In addition, City Hall Staff also showed appreciation to Mr. McCollum and wished him the best in his retirement.

No action taken.

4. Approval of Consent Agenda Items

A) Approval of October 10th Regular Meeting and October 30th Special Called Meeting Minutes

B) Approval of Docket of Claims

C) Approval of Renewal of BOAM Membership and Payment of Yearly Fees

D) Discussion and Request for Approval to Turn On 107 Lone Wolf Drive Utilities, New Public Works Building

E) Request for Disposal of Damaged Flock Safety Camera, Fixed Assets

The Mayor revised the 11/14/23 regular agenda to remove item 4-E below (flock cameras are leased and not owned by the city; therefore, they need to be removed from fixed assets at the next meeting in December). Additionally, the Mayor requested a motion to amend the 10/10/23 minutes, item 13-A to reflect a change to the flock camera from (7) cameras to ten (10) cameras, due to a typo).

The Mayor requested a motion to approve the consent agenda with the changes noted above. (*Exhibit "D"*). Motion made by Alderman Slay, Seconded by Alderwoman Williams.

Voting Yea: Alderman Powell, Alderman Taylor, Alderwoman Williams, Alderwoman Bates, Alderman Slay.

The Mayor declared the motion carried.

5. Amendment to Budget & Monthly Budget Report

A) Request to Approve Resolution Amending Fiscal Year 2024 Budget

Mayor Morrison requested to add an item under this section related to the Mississippi Wireless Commission, requesting authorization to submit for purchasing of various dispatch equipment for the new Gluckstadt Police Department. Dispatch equipment will be paid for through county E911 funds, not to exceed \$454,446.80. The Mayor requested a motion for city representatives to formally submit a request for purchasing of radio consoles for the Gluckstadt Police Dispatch Department (on state contract) and to allow city representatives Chief Hale and Kerry Minninger to appear before the Mississippi Wireless Commission board on these matters. The formal contract with quotes will be brought back to the Board of Aldermen for consideration in December. A motion was made by Alderwoman Bates and seconded by Alderman Slay.

Voting Yea: Alderman Powell, Alderman Taylor, Alderwoman Williams, Alderwoman Bates, Alderman Slay.

The Mayor declared the motion carried.

The Mayor requested a motion to adopt the resolution (*Exhibit "E"*) amending the FY24 budget. A motion was made to adopt the FY24 Budget Amendment Resolution by Alderwoman Bates, seconded by Alderman Slay.

Voting Yea: Alderman Powell, Alderman Taylor, Alderwoman Williams, Alderwoman Bates, Alderman Slay.

The Mayor declared the motion carried.

B) Monthly Budget Report(s)

The Mayor presented the monthly budget report(s). (Exhibit "F").

No action taken.

6. New Business

A) Discussion of Advertising, Delta Business Journal (Gluckstadt Spotlight)

The Mayor asked if the board was interested in advertising with the Delta Business Journal (as representatives approached the city with upcoming promotional opportunities) and if so, to please submit a motion.

No motion was made by a board member to advertise with the Delta Business Journal at this time.

No action taken.

7. City Clerk, City Administration Matters (Lindsay Kellum)

A) General Update, City Administration Matters (Lindsay Kellum)

The City Clerk provided an update to the board concerning the City Administration.

No action taken.

B) Monthly Privilege License Report (Scott Maugh)

The City Clerk and Deputy Clerk provided an update to the board on privilege license collections. (Exhibit "F").

No action taken.

C) Discussion and Approval of FY23 Audit Proposal (Bridgers, Goodman, Baird & Clarke, PLLC)

The City Clerk requested the board approve the FY23 Audit Proposal and Engagement Letter from Bridgers, Goodman, Baird & Clarke, PLLC. *(Exhibit "H").*

The Mayor asked for a motion. A motion made by Alderwoman Bates to approve the FY23 Audit Proposal and Engagement Letter and Seconded by Alderman Slay.

Voting Yea: Alderman Powell, Alderman Taylor, Alderwoman Williams, Alderwoman Bates, Alderman Slay.

The Mayor declared the motion carried.

D) Discussion and Request for Approval to Pay Prior Year Acquisition from Matrix Solutions (Invoice Error by Matrix, Scott Maugh's Desktop Computer)

The City Clerk requested the board approve the payment of a prior year acquisition, after a discovering a billing error with Matrix Solutions (we received the Deputy Clerk's office computer in June of 2022, but were never billed for it until we realized the error when going through fixed assets list and determined it was not paid; the clerk's office immediately requested Matrix Solutions correct the error and send an invoice).

The Mayor asked for a motion. A motion was made by Alderman Powell to approve the payment of the prior year acquisition due to a billing error by the vendor and Seconded by Alderman Slay.

Voting Yea: Alderman Powell, Alderman Taylor, Alderwoman Williams, Alderwoman Bates, Alderman Slay.

The Mayor declared the motion carried.

E) Notification of Upcoming City Holidays, By Proclamation of the Governor

The City Clerk advised of the Governor's Proclamation related to upcoming holiday season and requested the board approve the additional two (2) days as allowed by Governor Reeves (the day after Thanksgiving, 11/24, and the day after Christmas, 12/26).

The Mayor requested a motion to approve the two (2) additional dates pursuant to the proclamation and close city hall, so staff may spend time with their families. Motion made by Alderman Slay, Seconded by Alderman Powell.

Voting Yea: Alderman Powell, Alderman Taylor, Alderwoman Williams, Alderwoman Bates, Alderman Slay.

The Mayor declared the motion carried.

8. Court Clerk, Municipal Court Department (Stephanie Gerlach)

General Update from Court Services (Stephanie Burton)

The Court Clerk provided an update to the board concerning the Court Services Department

No action taken.

9. Grant Administrator, Grant Status Update (Ruth Marie Stogner)

General Update, Grant Administration (Ruth Marie Stogner)

The Grant Administrator provided an update to the board concerning the Grant Administration Department

No action taken.

The Mayor discussed briefly that the county provided \$454,000.00 approximately in E911 funds for the purpose of building out our new Gluckstadt Police Department dispatch center, as well as purchase of equipment. This amount does not include computer-aided dispatch equipment or PSAP radio equipment (provided through Motorola), but with the help of Reserve Officer Kerry Minninger, we are able to purchase all within the \$454,000.00 budget.

No action taken.

10. Planning and Zoning Admin. / Building Official, Planning and Zoning Matters (William Hall)

A) October 24th, 2023, Planning and Zoning Board Meeting

The Planning and Zoning / Building Official provided an update to the board concerning the Planning and Zoning / Building Dept. and the October Planning and Zoning Commission Meeting.

No action taken.

B) Appeal Hearing, Planning and Zoning Commission Germantown Park Amended Site Plan Decision

The Mayor opened the floor for the public appeal hearing and public comment. He asked if there were any representatives in attendance on behalf of Germantown Park. Mr. Ron Farris, Counsel for Germantown Park, LLC, is in attendance (via telephone), as well as Daniel Wooldridge, Architect for the project. The Mayor and Board found that all public notice required by the Zoning Ordinance had been accomplished.

The City Attorney asked the City Clerk if anyone in addition had contacted the City to provide any input, whether in favor or opposition of the amended site plan. during the pendency of the noticed hearing; Ms. Kellum confirmed there was no communication or contact from anyone via telephone or email in requesting to go before the Mayor and Board on this item. Mr. Hall and Ms. Smith also confirmed they had no one other than the representatives above contact them requesting to go before the board.

Mr. Ron Farris, with Farris Law Group, appeared via telephone representing the Appellant Anthony Morrison to discuss the appeal of the P&Z Commission decision from the October meeting, on behalf of his client. The City Attorney was handed a substitute document (amended) to be included in the record (change of word of "parapet" to "screen" is the only amendment). Because this hearing is a site plan hearing, newspaper publication and physical posting was not required. (Exhibit "I").

William Hall provided the Mayor and Board with the history and procedural posture, i.e., the decision of P&Z to table the amended site plan. Mr. Hall answered questions from Board members.

Mr. Daniel Wooldridge addressed the board and answered questions regarding architecture and landscaping.

The Mayor opened the floor for public comment.

Mr. Tim Slattery asked if the vent hood or exhaust had been installed. Mr. Daniel Wooldridge stated no.

Having no other members of the public come forward, the Mayor declared the hearing closed.

Alderman Powell made a motion to approve the amended site plan with the curb cut, new driveway, parking, landscaping, and vents to go out the back of the building instead of on top of the roof. Seconded by Alderman Taylor. (Exhibit "J").

Alderwoman Williams made a substitute motion to move forward with the Planning and Zoning Commission's recommendation of a 3 ft min. screen for any restaurant at this development with vent hoods, as well as ample landscaping, and Alderwoman Bates seconded the motion.

The Mayor called for the vote on the first Motion to approve first.

Voting in Favor: Alderman Powell, Alderman Taylor and Alderman Slay

Voting in Opposition: Alderwoman Williams and Alderwoman Bates

The Mayor declared the motion carried 3-2.

The Mayor then called for the vote on the substitute motion.

Voting in Favor: Alderwoman Williams and Alderwoman Bates.

Voting in Opposition: Alderman Powell, Alderman Taylor and Alderman Slay.

The Mayor declared the substitute motion failed, 3-2.

C) Discussion and Consideration of Approval: Four Seasons Drapery and Hardware Site Plan

The Mayor requested a motion to approve the site plan for Four Seasons Drapery and Hardware. Motion made by Alderman Slay, seconded by Alderman Powell. (*Exhibit "K"*).

Voting Yea: Alderman Powell, Alderman Taylor, Alderwoman Williams, Alderwoman Bates, Alderman Slay.

The Mayor declared the motion carried.

D) Discussion and Consideration of Amended Johnny Gooch Storage Site Plan

The Mayor requested a motion to approve the amended site plan for the Johnny Gooch storage facility, with the understanding there would be no outside storage (Mr. Gooch confirmed there would not be). Motion made by Alderman Slay, seconded by Alderman Taylor. (*Exhibit "L"*).

Voting Yea: Alderman Powell, Alderman Taylor, Alderwoman Williams, Alderwoman Bates, Alderman Slay.

The Mayor declared the motion carried.

11. Public Works Department (Chris Buckner)

A) City of Gluckstadt Hazard Mitigation Plan Proposal

Representatives from Central Mississippi Planning and Development District addressed the board to explain the Hazard Mitigation Plan.

The Mayor requested a motion to approve the proposed Hazard Mitigation Plan (CMPDD). (Exhibit "M"): Motion Made by Alderman Slay and seconded by Alderman Taylor.

Voting Yea: Alderman Powell, Alderman Taylor, Alderwoman Williams, Alderwoman Bates, Alderman Slay.

The Mayor declared the motion carried.

B) Request for Approval of Paving of Parkfield Place (Ridgefield Subdivision)

The Mayor requested a motion to approve the Public Works Director's request to pave Parkfield Place (Ridgefield Subdivision) at an approximate cost of \$23,800. (Exhibit "N"). Motion Made by Alderman Powell and seconded by Alderman Slay.

Voting Yea: Alderman Powell, Alderman Taylor, Alderwoman Williams, Alderwoman Bates, Alderman Slay.

The Mayor declared the motion carried.

C) Request for Approval of Yandell Road Paving Repair

The Mayor requested a motion to approve the Public Works Director's request to pave a section of Yandell Road due to a large bump hazard in the road at an approximate cost of \$40,000. (Exhibit "O"). Motion Made by Alderwoman Williams and seconded by Alderman Taylor.

Voting Yea: Alderman Powell, Alderman Taylor, Alderwoman Williams, Alderwoman Bates, Alderman Slay.

The Mayor declared the motion carried.

D) Request for Approval of Yandell Rd Shoulder Improvements

The Mayor requested a motion to approve the Public Works Director's request to repair a section of the shoulder of Yandell Road at an approximate cost of \$9700.00 (Exhibit "P"). Motion Made by Alderwoman Williams and seconded by Alderwoman Bates.

Voting Yea: Alderman Powell, Alderman Taylor, Alderwoman Williams, Alderwoman Bates, Alderman Slay.

The Mayor declared the motion carried.

E) Puckett Rents Purchasing Error for Asphalt Roller, Notification to Board

The Mayor requested a motion to accept the Public Works Director's memo explanation for the Puckett Rents Purchasing Error. (Exhibit "Q"). Motion Made by Alderman Taylor and seconded by Alderwoman Powell.

Voting Yea: Alderman Powell, Alderman Taylor, Alderwoman Williams, Alderwoman Bates, Alderman Slay.

The Mayor declared the motion carried.

F) Consideration of 24 Month Contract from RJ Young, Public Works Printer and Copy Machine Rental (Chris Buckner)

The Mayor requested a motion to approve the Public Works Director's request to rent a new printer /copier from RJ Young and authorize the Mayor to sign the contract; this printer is for the new Public Works Building. (Exhibit "R"). Motion Made by Alderman Powell and seconded by Alderman Slay.

Voting Yea: Alderman Powell, Alderman Taylor, Alderwoman Williams, Alderwoman Bates, Alderman Slay.

The Mayor declared the motion carried.

12. Police Chief, Police Department Matters (Chief Berry Hale)

A) General Update, Police Department Matters (Chief Barry Hale)

The Chief of Police gave an update on general law enforcement matters.

No action taken.

13. Public Comment

No members of the public signed up for public comment to address the board.

14. Closed Session to Determine Need for Executive Session

The Board considered entering closed session to determine whether to go into Executive Session. The Mayor requested a motion to enter closed determination.

A motion was made by Alderman Powell to enter into closed determination, Seconded by Alderman Slay.

Voting Yea: Alderman Slay, Alderman Powell, Alderman Taylor, Alderwoman Williams, Alderwoman Bates.

The Mayor declared the motion carried.

The Board then considered entering an Executive Session. Alderman Slay made a motion to enter Executive Session, to discuss personnel matters related to review of candidate qualifications for hiring for the Public Works Dept. and Building Department. Additionally, the Mayor and Board voted to enter into executive session to discuss the potential purchase of land or a building for City Hall. A motion was made by Alderwoman Williams and Seconded by Alderman Powell.

Voting Yea: Alderman Slay, Alderman Powell, Alderman Taylor, Alderwoman Williams, Alderwoman Bates.

The Mayor declared the motion carried.

The Board entered the Executive Session. A public announcement was made by City Attorney John Scanlon that the Board had entered Executive Session to discuss personnel matters related to review of candidate qualifications for hiring for Public Works Dept. and Building Dept., to discuss ongoing litigation (annexation and Fireworks appeal), and also to discuss the potential purchase of land or a building for City Hall.

A) Potential Purchase of New City Hall Building or Land For Development (City Hall Lease Ends 2026)

No action taken.

B) Consideration of Hiring of Maintenance Worker II, Public Works Department

Alderman Powell made a motion to hire an individual for Maintenance Worker II at \$15.00 hourly (30-day probationary period, then would go up to \$17.00 hourly) + benefits such as health insurance and retirement, contingent upon successful passing of all applicable background checks, and directed the Public Works Director to send a formal offer letter to the individual. Alderman Slay seconded the motion.

Voting Yea: Alderman Slay, Alderman Powell, Alderman Taylor, Alderwoman Williams, Alderwoman Bates.

The Mayor declared the motion carried.

C) Consideration of Hiring of Building Inspector, Building Department

Alderwoman Williams made a motion to *hire an individual for Building Code Inspector at \$50,000 annual salary + benefits such as health insurance and retirement, contingent upon successful passing of all applicable background checks*, and directed the Building Official and Planning/Zoning Admin. to send a formal offer letter to the individual. Alderwoman Bates seconded the motion.

Voting Yea: Alderman Slay, Alderman Powell, Alderman Taylor, Alderwoman Williams, Alderwoman Bates.

The Mayor declared the motion carried.

D) Hiring of Executive Assistant, Public Works Department

Alderman Slay made a motion to *hire an individual for Executive Assistant at \$40,000.00 annual salary + benefits such as health insurance and retirement, contingent upon successful passing of all applicable background checks*, and directed the Public Works Director to send a formal offer letter to the individual. Alderwoman Williams seconded the motion.

Voting Yea: Alderman Slay, Alderman Powell, Alderman Taylor, Alderwoman Williams, Alderwoman Bates.

The Mayor declared the motion carried.

E) Discussion of ongoing litigation.

No action taken.

Within the executive session, Alderman Slay made a motion to leave executive session and re-enter open session, Seconded by Alderwoman Williams.

Voting Yea: Alderman Powell, Alderman Taylor, Alderwoman Williams, Alderwoman Bates, Alderman Slay.

The Mayor declared the motion carried and the board re-entered open session.

City Attorney John Scanlon made the public announcement that the board voted in Executive Session to approve to hire an individual for Maintenance Worker II, Public Work Dept. at \$15.00 an hour + benefits, including city health insurance and retirement, plus supplemental benefits offerings, with employment contingent upon successful passing of all relevant background checks; to hire an individual for Building Code Inspector, Building Dept. at \$50,000.00 + benefits, including city health insurance and retirement, plus supplemental benefits offerings, with employment contingent upon successful passing of all relevant background checks; to hire an individual for Executive Assistant, Public Works at \$40,000.00 + benefits, including city health insurance and retirement, plus supplemental benefits offerings, with employment contingent upon successful passing of all relevant background checks.

November 14, 2023, Regular Meeting of the Mayor and Board of Aldermen

15. Adjourn

There being no further business before the board, the Mayor asked for a motion to adjourn the meeting. Alderman Powell made the motion, and the motion was seconded by Alderman Taylor.

Voting Yea: Alderman Slay, Alderman Powell, Alderman Taylor, Alderwoman Williams, Alderwoman Bates.

The Mayor declared the motion carried.



WALTER C. MORRISON, IV
MAYOR



LINDSAY D. KELLUM
CITY CLERK



DATE

[Seal]

