



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

Tuesday, March 12, 2024, at 6:00 PM

Minutes

This notice and agenda of the Regular Meeting of the Mayor and Board of Aldermen is hereby given by the undersigned. Said meeting shall be held on Tuesday, March 12, 2024, at 6:00 PM in the Board Room at City Hall, located at 343 Distribution Drive, Gluckstadt, MS 39110.

1. Call Meeting to Order and Roll Call

The Mayor called the March 12, 2024, 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 (via telephone), 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, Court Clerk Stephanie Gerlach, Grant Administrator Ruth Stogner, City Attorney John Scanlon (via telephone) 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) Request for Approval of Contract & Donation of Real Estate, for the Purposes of a City Park & Recognition of Calhoun Station Property Owners Association, Inc.

The Mayor formally recognized the Harrell and Hutchinson families, longtime residents of the City of Gluckstadt, for their generous donation of land for the City of Gluckstadt to build its first public park. He extended his appreciation to the families, as well as William Hall, the Planning and Zoning Director, and Christi Greenlee, Real Estate Agent, for their efforts to broker this exciting

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project. Additionally, the Mayor stated the City would hold an official groundbreaking in the future to celebrate this milestone.

The Mayor requested a motion to approve the Contract for Land Donation, Gluckstadt Park. (Exhibit "B"). A motion to approve the contract was made by Alderman Powell and seconded by Alderwoman Bates.

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

The Mayor declared the motion carried.

B) Reshma's Home, 5K, Fun Run & Block Party Benefit (Saturday May 4th)

Representatives from Reshma's Home presented the 5K, Fun Run and Block Party Benefit project to the Board, including planning. Reshma's home benefits vulnerable and trafficked children, and this event would not only benefit the local community but help raise awareness for this global issue.

The special events permit application was approved by the special events committee and the City will assist with promotion of the event.

The event will take place on Saturday, May 4th.

No action taken.

C) Introduction of New Public Works Employees, Public Works

The Public Works Director introduced two newly hired employees to the public:

- *Damey Kelly-McElroy, Maintenance Worker II*
- *Jamiroquan Young, Maintenance Worker II*

The Mayor and the Board welcomed Mr. Kelly-McElroy and Mr. Young to the City of Gluckstadt.

No action taken.

D) Requesting Mayor to Administer Oath of Office, Robert Denver Parker (Investigator, GPD)

The Mayor administered the Oath of Office to Officer Robert Denver Parker

The Mayor and Board congratulated Officer Parker and welcomed him to the City of Gluckstadt.

No action taken.

4. Approval of Consent Agenda Items

A) Approval of February 13th Regular Meeting Minutes and February 19th Special Called Meeting Minutes

B) Approval of Monthly Claims Docket

- C) **Approval of Summer 2024 BOAM Conference Registration and Reimbursement of Associated Travel Fees (William Hall, Planning and Zoning Admin.& Curtis Jones, Building Inspector): June 10-14, Gulfport**
- D) **Request Approval of Quote to Purchase Three Axon Taser Sevens**
- E) **Request for Approval for Public Works Director to Join AFMM**
- F) **Request to Approve 2023-2024 MS Municipal Court Clerk Association Yearly Dues for Stephanie Burton (Court Clerk) and Lauren Canoy (Deputy Clerk)**
- G) **CivicPlus Annual Renewal of Contract & Pricing Change Consideration (Website and Agenda Prep Software, Municode)**
- H) **Request to Sponsor Table at the Madison County Business League & Legislature Luncheon (Finding Favorable Promotion of the City)**
- I) **Requests to Pay Prior Year Acquisition, Tyler Technologies (Signature Pad & Thermal Printer)**

The Mayor requested a motion to approve the Consent Agenda. (Exhibit "C"). A motion to approve the Consent Agenda was made by Alderman Taylor, including corrections to the February 13, 2024, Meeting Minutes, and seconded by Alderwoman Bates.

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

The Mayor declared the motion carried.

5. Monthly Budget Report

A) Monthly Budget Report(s)

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

No action taken.

B) Bank Reconciliations, Various City Accounts

The Mayor thanked the staff of the City Clerk's Office for all their hard work reconciling multiple bank accounts in the City's accounting software system, which was a large project. The Mayor confirmed he signed off on all bank reconciliations.

The City Clerk will provide bank reconciliations for all City accounts to the Mayor and Board of Aldermen monthly.

No action taken.

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

The Mayor updated the Board of Aldermen on recent matters related to Court Services.

No action taken.

7. Grant Administrator, Grant Status Updates (Ruth Marie Stogner)

The Grant Administrator updated the Mayor and Board of Aldermen on recent matters related to grants, including the recent notification by the Department of Homeland Security and Department of Public Safety, that the modification submission was approved (originally for new tag readers only, but will now will include tag readers, a vehicle purchase and various officer equipment); the procurement quotes submitted with the modification were approved and the City has been given permission to the to begin ordering said items, which will be reimbursed once received; the grant provided by Department of Homeland Security totals \$150,000.00 (with no City match).

No action taken.

A) Request to Apply for the MDWFP FY2024 Recreational Trails Grant Program

The Grant Administrator requested approval from the Mayor and Board of Aldermen to apply for the MDWFP FY24 Recreational Trails Grant Program (requiring the City to provide a twenty percent match) and authorization to obtain all required signatures upon award of funding.

The Mayor requested a motion. Alderman Powell made a motion to allow the Grant Administrator to apply for the MDWFP FY24 Recreational Trails Grant Program (Exhibit "E") and to obtain all authorized signatures upon award of funding, and the motion was seconded by Alderwoman Bates.

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

The Mayor declared the motion carried.

B) Request for Approval of Mayoral Health Council Nominees

The Grant Administrator requested approval from the Mayor and Board of Aldermen to appoint nominees to the Mayoral Health Council.

The Mayor requested a motion. Alderman Slay made a motion to appoint various nominees to the Mayoral Health Council (Exhibit "F"), and the motion was seconded by Alderman Powell.

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

The Mayor declared the motion carried.

8. New Business

A) Discussion and Consideration of Adoption of Proposed Ordinance Regulating The Hours Of Collection For Commercial Garbage Dumpsters

The Mayor requested a motion to approve the Proposed Ordinance Regulating the Hours of Collection for Commercial Garbage Dumpsters. Alderman Powell made a motion to adopt the

Ordinance Regulating the Hours of Collection for Commercial Garbage Dumpsters (Exhibit "G"), and the motion was seconded by Alderman Slay.

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

The Mayor declared the motion carried.

B) Discussion and Consideration of Text Amendments to Adopted Sign Regulations (Certain Sections)

The Mayor requested a motion to approve the proposed text amendments to the City's adopted Sign Regulations (modifying certain sections), as amended. Alderman Slay made a motion to approve the proposed text amendments to City's adopted Sign Regulations (modifying certain sections), as amended (Exhibit "H"), and the motion was seconded by Alderwoman Williams.

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

The Mayor declared the motion carried.

9. Old Business

None.

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

A) General Update, City Administration

The City Clerk updated the Mayor and Board of Aldermen on City Administration matters.

No action taken.

B) Monthly Update, Privilege Licenses (Scott Maugh, Deputy Clerk)

The Deputy City Clerk updated the Mayor and Board of Aldermen on monthly privilege license collections. (Exhibit "I").

No action taken.

C) Update, Privilege License Reporting (Sales Tax Purposes), Mississippi Department of Revenue (Deputy Clerk)

The Deputy City Clerk updated the Mayor and Board of Aldermen on monthly Privilege License reporting to the Mississippi Department of Revenue, to assist with the collection of sales tax.

No action taken.

D) Discussion of January Ad Valorem Distribution Mistake & Request to Refund (Madison County Tax Collector)

The Mayor explained to the Board of Aldermen the error in the January Ad Valorem Distribution Report and the erroneous overpayment by the Madison County Tax Collector to the City of Gluckstadt in the amount of \$569,245.59 (determined to be an overage by the County Tax Collector). (Exhibit "J").

The Mayor requested approval to wire the overage payment back to the Madison County Tax Collector in the amount of \$569,245.59. Alderman Slay made a motion to approve the return of the overage via wire transfer in the amount of \$569,245.59 to the Madison County Tax Collector and authorize the City Clerk to setup the transfer of funds immediately, and Alderwoman Bates seconded the motion.

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

The Mayor declared the motion carried.

E) Request for Approval and Implementation of City Staff Annual Performance Evaluations

The City Clerk presented the final draft of Employment Performance Evaluations for consideration by the Mayor and Board of Aldermen for adoption. Additionally, she confirmed the City's Employment Law Attorney had reviewed the documents and completed his edits, prior to placing them on the agenda. (Exhibit "K").

The Mayor asked for a motion to adopt the City's Employment Performance Evaluations, to be conducted annually in the spring of each year, by department heads, ahead of budget season for the next fiscal year. Alderman Slay made a motion to adopt the Employment Performance Evaluations, and the motion was seconded by Alderman Taylor.

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

The Mayor declared the motion carried.

11. Building Official, Planning and Zoning Matters (William Hall)

A) General Update, Planning and Zoning / Building Department

The Planning and Zoning Administrator updated the Board on General Planning and Zoning and Building Department Updates.

No action taken.

B) Consideration and Approval of Sign Standard for 346 Church Road

The Mayor asked for a motion to approve the Sign Standard for 346 Church Road. Alderman Powell made a motion to approve the Sign Standard for 346 Church Road (Exhibit "L"), and the motion was seconded by Alderman Slay.

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

The Mayor declared the motion carried.

12. Public Works Department (Chris Buckner)

A) Request for Approval of Truck Route Ordinance, Public Works

The Mayor asked for a motion to adopt the Truck Route Ordinance (Exhibit "M"). Alderwoman Bates made a motion to adopt the Truck Route Ordinance, and the motion was seconded by Alderman Slay.

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

The Mayor declared the motion carried.

B) Request for Adoption of Limb Debris and Yard Waste Policy

The Mayor asked for a motion to adopt the City Debris & Limb Pickup Policy (Exhibit "N"). Alderman Slay made a motion to adopt the City Debris & Limb Pickup Policy, and the motion was seconded by Alderman Taylor.

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

The Mayor declared the motion carried.

C) Request for Approval of Asphalt Term Bids April 1, 2024, through September 30, 2024

The Mayor asked for a motion to approve the Six-Month Asphalt Term Bids, as outlined in Mr. Buckner's memo (Exhibit "O"). Alderman Taylor made a motion to approve the Six-Month Asphalt Term Bids, and the motion was seconded by Alderman Slay.

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

The Mayor declared the motion carried.

D) Request for Approval of Streetlight Install on Yandell Road and Weisenberger Rd

The Mayor asked for a motion to approve the installation of streetlights on Yandell Road and Wiesenberger Road, as outlined in Mr. Buckner's memo (Exhibit "P"). Alderman Powell made the motion to approve installation of streetlights on Yandell Road and Weisenberger Road, and the motion was seconded by Alderwoman Bates.

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

The Mayor declared the motion carried.

E) Request for Approval to Purchase Dump Trailer

The Mayor asked for a motion to approve the purchase of a dump trailer for the public works department, as outlined in Mr. Buckner's memo (Exhibit "Q"). Alderman Slay made the motion to approve the purchase of a dump trailer for the public works department, and the motion was seconded by Alderwoman Bates.

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

The Mayor declared the motion carried.

13. Police Chief, Police Department Matters (Chief Barry Hale)

A) General Update, Law Enforcement Matters

The Chief of Police addressed the Mayor and Board, as well as the public, concerning recent social media comments by individuals related to speeding tickets and window tint tickets in the City of Gluckstadt.

The Chief of Police then updated the Board on law enforcement matters.

No action taken.

B) Request for Approval to Bid Out and Publish RFP for Surveillance Cameras and Access Control, New Police Department & Municipal Court

The Mayor asked for a motion to bid out and publish the Request for Proposals for Surveillance Cameras and Access Control for the new Gluckstadt Police Department (Exhibit "R"). Alderman Slay made motion to bid out and publish the Request for Proposals for Surveillance Cameras and Access Control for the new Gluckstadt Police Department, and the motion was seconded by Alderman Powell.

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

The Mayor declared the motion carried.

C) Request for Approval of Furniture Quote, New Police Station, and Municipal Court (State Contract)

The Chief of Police requested to move this item to the April meeting for consideration, as the quote had not been finalized by the time the Board packet was completed.

No action taken.

14. Comment

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

Pastor Steven Brooks asked to be recognized and addressed the Mayor and the Board, as well as members of the public, on the recent backlash to the Gluckstadt Police Department related to writing tickets for speeding and vehicle tint.

No action taken.

15. Closed Session to Determine Need for Executive Session

The Mayor requested a motion to move into closed determination to consider going into executive session. A motion was made by Alderman Slay to enter closed determination and seconded by Alderwoman Bates.

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

The Mayor declared the motion carried.

The Board entered closed determination.

The Mayor requested a motion to move into executive session to discuss the potential purchase of real estate. A motion was made by Alderwoman Powell to enter executive session to discuss the potential purchase of real estate and seconded by Alderman Taylor.

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

The Mayor declared the motion carried.

The Board entered executive session. The Deputy City Clerk made an announcement to the public that the Board entered executive session to discuss the potential purchase of real estate for a municipal building.

The Board discussed the potential purchase of real estate for a municipal building.

No action taken.

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

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

The Mayor declared the motion carried.

The Deputy City Clerk announced that the Board took no action within Executive Session, and the Board re-entered open session.

16. Adjourn

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

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

The Mayor declared the motion carried.

Walter Morrison

WALTER C. MORRISON, IV
MAYOR

ATTEST:

Lindsay Kellum

DATE:

4/9/24

LINDSAY D. KELLUM
CITY CLERK

[Seal]

