



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

Tuesday, September 12, 2023 at 6:00 PM

Minutes

1. Call Meeting to Order and Roll Call

The Mayor called the September 12, 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 Jayce Powell, Alderwoman Lisa Williams. Alderman Wesley Slay was absent.

Staff Members Present: City Clerk Lindsay Kellum, Deputy Clerk Scot Maugh, Executive Assistant Janet Brooks, Planning & Zoning Director Mike McCollum, Building Official William Hall, Public Works Director Chris Buckner, Executive Assistant Bridgette Smith, Chief of Police Wendell Watts, Assistant Chief of Police Barry Hale, City Attorney John Scanlon and City Attorney Zachary Giddy.

2. Opening Prayer and Pledge of Allegiance

Pastor Brooks opened the meeting with prayer.

Alderman Powell led the pledge of allegiance.

No action taken.

3. Presented Items

A) Introduction of Newly-Hired Staff (City Clerk's Office, Public Works, Police Department)

The City Clerk introduced the city's newly-hired employees:

- *Ruth Stogner (Grant Writer)*
- *Chris Buckner (Public Works Director)*
- *Tony Young (Purchasing and Fixed Assets Clerk)*
- *Tyler Shelton (Crew Leader, Public Works)*

B) Introduction of the 2023-2024 Mayor's Youth Council & Approval of Bylaws by Gluckstadt Mayor and Board of Aldermen

The Mayor introduced the 2023-2024 Mayor's Youth Council Members.

No action taken.

C) Request for Approval of Fireworks Show at Germantown High School, Homecoming (Request from Walt Dinkelacker)

The Mayor requested a motion to approve Germantown High School's request to hold a fireworks show for homecoming on September 28th, in accordance with the city's ordinance requirements. Alderwoman Bates made a motion to approve the fireworks show (with the agreement to follow protocol and also seek authorization from the Gluckstadt Fire Marshal) and Alderman Powell seconded the motion.

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

Absent: Alderman Slay

The Mayor declared the motion carried.

D) Introduction of Dan Dickinson, Madison County Election Commissioner

Mr. Dan Dickinson addressed the board and introduced himself to the public. He is a current Madison County Election Commissioner, running for re-election.

No action taken.

4. Approval of Consent Agenda Items

A) Approval of Minutes (Aug. 9, Aug. 15, Sept. 5)

B) Approval of Minutes: August 9, August 15 and September 5

C) Approval of Claims Docket

D) Request to Purchase Yearbook Ad, Germantown High School

E) Request to Designate Gluckstadt Christmas Parade for Saturday, December 9th at 9:00 am

F) Request to Surplus Bookshelf, Court

G) Purchasing Policy: Purchase Order Error Notification to Board, Bradshaw Crossing Project (Memo from Mike McCollum)

H) Purchasing Policy: Purchase Order Issue Notification to Board, Public Works: Rental of Roller from Puckett (Memo from Mike McCollum)

I) Purchasing Policy: Purchase Order Issue Notification to Board, Public Works: Bulk Limestone Purchase (Holcum Canton)

J) Authorization to Pay Reimbursement to Mayor, Business Meeting with Elected Officials (Lobbying Purposes), Finding Favorable Promotion of the City and the Opportunities Therein

K) Request to Attend Building Officials Association of Mississippi Winter Conference, November 29-December 1, Natchez (Approval of Associated Registration Fees & Travel Fees, Building Official)

L) Request or Approval of Training & Related Fees (Travel, Registration): FBI-Leeda Leadership Institute (Southaven, 11/27/2023 - 12/01/2023), Barry Hale

M) Request or Approval of Training & Related Fees (Travel, Registration): Instructor Combat Handgun Course (SRPSI Hattiesburg, 9/26/23 - 9/28/23), David Potvin

N) Request for Approval of Training & Related Expenses (Registration, Travel): Less Lethal Instructor Course (MLEOTA, Pearl, 9/26/23-9/28/23)

O) Request or Approval of Training & Related Fees (Registration): Glock Armorer's Training (Pearl, 12/5/23), Sergeant Stephen Tucker

P) Request for Approval of Registration Fees: Fall Certification Conference (Hilton, Tupelo: October 17-20, 2023), City Clerk (Kellum) & Deputy Clerk (Maugh)

Q) Request for Approval of Registration Fees: Fall Certification Conference (Hilton, Tupelo: October 17-20, 2023), City Clerk (Kellum) & Deputy Clerk (Maugh)

The Mayor requested a motion to adopt the consent agenda, noting the board finds Item I to be approved as favorable promotion of the city (reimbursement of lobbying expenditure). (*Exhibit "B"*). Motion made by Alderman Taylor, Seconded by Alderman Powell.

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

Absent: Alderman Slay

The Mayor declared the motion carried.

Next, the Mayor amended the agenda to take up Item No. 11, Court Matters (out of order).

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

A) General Updates Regarding Court Services

The Court Clerk presented a status update on August court matters.

No action taken.

B) Discussion of Municipal Court Clerk Conference, Philadelphia MS

The Court Clerk notified the board of upcoming training related to court services.

No action taken.

6. Amendment to Budget & Monthly Budget Report

A) Monthly Budget Report(s)

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

No action taken.

B) Adoption of Proposed Budget for Fiscal Year End 2024

The Mayor requested a motion to adopt the Fiscal Year 2024 Budget for the city. *(Exhibit "C").* Motion made by Alderman Powell, Seconded by Alderman Taylor.

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

Absent: Alderman Slay

The Mayor declared the motion carried.

7. New Business

A) Request for Final Approval and Adoption of Tax Rolls (Madison County Tax Assessor), In Accordance with MCA §21-33-35

The Mayor requested a motion to adopt Fiscal Year 2024 Tax Rolls, provided by the Madison County Tax Assessor/Collector's office, in accordance with Miss. Code Ann. §21-33-35. *(Exhibit "D").* Motion made by Alderman Taylor, Seconded by Alderwoman Bates.

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

Absent: Alderman Slay

The Mayor declared the motion carried.

B) Approval of Municipal Compliance Questionnaire (FY22), Certification to State Auditor's Office

The Mayor requested a motion to adopt the FY22 Municipal Compliance Questionnaire and directed the City Clerk to send to the Office of the State Auditor. *(Exhibit "E").* Motion made by Alderman Bates, Seconded by Alderman Taylor.

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

Absent: Alderman Slay

The Mayor declared the motion carried.

C) Discussion and Adoption of Resolution Opposing Bozeman Road Rezoning

This item was tabled by the board to be taken up at a later date.

No action taken.

D) Discussion and Adoption of Resolution Opposing Woodgate Subdivision

This item was tabled by the board to be taken up at a later date.

No action taken.

E) Request to Assume Street Lighting Bill for Bear Creek Subdivision

The Mayor requested a motion to take over Bear Creek Subdivision's lighting bills and maintenance. (*Exhibit "E"*). Motion made by Alderman Powell, Seconded by Alderwoman Bates.

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

Absent: Alderman Slay

The Mayor declared the motion carried.

F) CMPDD GIS Maintenance Agreement

The Mayor requested a motion approve the CMPDD GIS Maintenance Agreement & Expenditures. (*Exhibit "F"*). Motion made by Alderwoman Williams, Seconded by Alderman Taylor.

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

Absent: Alderman Slay

The Mayor declared the motion carried.

G) Request to Purchase Zero Turn Mower (Discussion of Quote, Kubota) & Designation of "Best"

The Mayor requested a motion to purchase the Kubota Zero Turn Mower from Deviney, finding the quote to be higher than the quote from Hartley Equipment, but the best purchase, and on state contract at \$12,545.18. (*Exhibit "G"*). Motion made by Alderwoman Williams, Seconded by Alderman Taylor.

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

Absent: Alderman Slay

The Mayor declared the motion carried.

8. Old Business

A) Request to Approve Amended Cooperation Agreement with Madison County, Ridgefield Subdivision (Addition of Muirfield Place, Eastfield Place, Wayfield Cove)

The Mayor requested a motion to approve the Amended Cooperation Agreement with Madison County related to the Ridgefield Subdivision project (completion of road rehabilitation on additional roads & reimbursement of remaining funds by Madison County). (*Exhibit "H"*). Motion made by Alderman Taylor, Seconded by Alderman Powell.

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

Absent: Alderman Slay

The Mayor declared the motion carried.

9. 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

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

Alderwoman Williams requested legal look into enforcement authority for non-compliance and bring information back to the board at its October meeting for further discussion.

No action taken.

C) Update on Zip Code and Post Office, City of Gluckstadt

The Mayor provided a status update on Gluckstadt receiving its own post office and zip code; federal matter.

No action taken.

D) Request to Authorize Deputy Clerk Scott Maugh to Sign Check (Deposit & Payments) in City Clerk's Absence

The Mayor requested a motion to authorize Deputy Clerk Scott Maugh to sign the back of checks for daily deposit in the absence of the City Clerk (city end of day, daily bank deposit purposes). Motion made by Alderman Taylor, Seconded by Alderman Powell.

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

Absent: Alderman Slay

The Mayor declared the motion carried.

E) Request for Authorization to Publish FY24 Tax Levy Adoption

The Mayor requested a motion to authorize the City Clerk's office to publish the FY24 tax levy and FY24 final budget adoption. Motion made by Alderwoman Williams, Seconded by Alderwoman Bates.

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

Absent: Alderman Slay

The Mayor declared the motion carried.

F) Discussion and Approval of Employee Raises for Fiscal Year 2024 (5% Across the Board, Upon One-Year Anniversary)

The Mayor requested a motion to approve FY24 pay raises for city staff, set at 5% across the board and beginning the first payroll in October (only for employees who did not receive a raise in FY23 and have hit their one year anniversary with the city already; those employees who did receive a pay raise in FY23 on their one year anniversary will accrue the 5% on their two-year mark; those recently hired will accrue the 5% upon reaching their one year in the future). Motion made by Alderman Taylor, Seconded by Alderwoman Williams.

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

Absent: Alderman Slay

The Mayor declared the motion carried.

G) City Employee Insurance & Open Enrollment Updates (Insurance Agent of Record, Nelson Morrison)

The Mayor requested a motion to approve the Blue Cross Blue Shield Health Insurance renewal for the city at at 7.5% increase. (*Exhibit "J"*). Motion made by Alderman Taylor, Seconded by Alderman Powell.

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

Absent: Alderman Slay

The Mayor declared the motion carried.

Adam Lane with Creative Group Benefits addressed the board and gave a presentation on supplemental benefits his company offers (handout).

Tabled for further consideration.

No action taken.

10. Building Official, Planning and Zoning Matters (Mike McCollum and William Hall)

A) General Updates, Planning and Zoning / Building Department Matters

The Planning and Zoning Administrator and the Building Official provided an update to the board related to matters in their departments, including permitting and licensing.

No action taken.

11. Police Chief, Police Department Matters (Chief Wendell Watts)

A) General Update, Police Matters (Chief of Police)

The Chief of Police provided an update on law enforcement matters.

No action taken.

B) Grant Updates (Ruth Stogner)

The Grant Administrator provided an update on law enforcement matters.

No action taken.

C) Request for Approval & Authorization to Sign Necessary Documents by the Mayor, FY2021 Justice Assistance Grant (JAG) Award Package (Ruth Stogner)

The Mayor requested a motion to accept the FY21 Justice Assistant Grant Award Package in the amount of \$10,000 and authorize the Mayor to sign necessary documents (Exhibit "K"). Motion made by Alderman Powell, Seconded by Alderwoman Bates.

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

Absent: Alderman Slay

The Mayor declared the motion carried.

D) Request for Authorization, FY2022 Byrne JAG Grant Opportunity, Application Opening, Public Safety Planning Division of MDPS (Ruth Stogner)

The Mayor requested a motion to authorize the Grant Writer to submit for the FY22 Byrne Grant (JAG) with the Mississippi Department of Public Safety Planning Division, in the amount of \$7,000 (the grant would require the city to purchase one body camera out of pocket, estimated at \$1750 in order to receive the \$7,000 award) and authorize the Mayor to sign necessary documents (Exhibit "L"). Motion made by Alderwoman Williams, Seconded by Alderman Taylor.

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

Absent: Alderman Slay

The Mayor declared the motion carried.

E) Request for Authorization, Establishment of Mayor's Health Council & Authorization to Pursue Grant for Coordinator (Stipend for One-Year), Miss. Dept. of Health (Ruth Stogner); Recommendation of City Coordinator

The Mayor requested a motion to authorize the Grant Writer to work to establish the Mayor's Health Council through the Mississippi Department of Health and Human Services, and apply for a one year grant to cover a stipend for a City Health Council Coordinator and authorize the Mayor to sign necessary documents (Exhibit "M"). The Mayor requested the board send nominations for candidates for a health council coordinator to him before the October meeting. Motion made by Alderman Powell, Seconded by Alderman Taylor.

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

Absent: Alderman Slay

The Mayor declared the motion carried.

12. Public Comment

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

No action taken.

13. 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.

Motion made by Alderwoman Williams, Seconded by Alderwoman Bates.

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

Absent: Alderman Slay

The Mayor declared the motion carried.

The Board then considered entering an Executive Session. Alderwoman Bates made a motion to enter Executive Session, to discuss the resignation of a Sergeant in the Police Department and future staffing concerns going into FY24 (personnel matters related to hiring of officers / employment considerations). Seconded by Alderman Powell.

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

Absent: Alderman Slay

The Mayor declared the motion carried.

The Board entered Executive Session. A public announcement was made by City Clerk Lindsay Kellum that the Board had entered Executive Session for discussion of the resignation of a Sergeant in the Police Department and staffing concerns for FY24 (personnel matters related to hiring of officers, / employment considerations).

A) Resignation of Sergeant Timothy Hudson

The Mayor requested a motion to accept the resignation of Sergeant Timothy Hudson, with his last day of employment being September 13th, 2023. Motion made by Alderman Powell, Seconded by Alderman Taylor.

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

Absent: Alderman Slay

The Mayor declared the motion carried.

B) Hiring of Part Time Officer Kyrie Lucas

The Mayor requested a motion to extend an offer of employment to Officer Kyrie Lucas for Part-Time Officer Position, at an hourly rate of \$17.00 an hour (not to include health insurance benefits or retirement). Motion made by Alderman Taylor, Seconded by Alderman Powell.

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

Absent: Alderman Slay

The Mayor declared the motion carried.

C) Hiring of Additional Officers & Future Promotions, Police Department

The Mayor requested a motion to authorize the Chief and Assistant Chief of Police to begin the hiring and interview process for additional officers budgeted for FY24 (full time and part time officers), as well as review internally for promotional opportunities within the department, such as interviewing and/or testing for Lieutenant positions. Motion made by Alderwoman Bates, Seconded by Alderman Powell.

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

Absent: Alderman Slay

The Mayor declared the motion carried.

Motion to leave Executive Session:

The Mayor then asked for a motion to leave Executive Session.

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

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

Absent: Alderman Slay

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

A public announcement was made that the Board had voted in Executive Session to accept the resignation of Sergeant Timothy Hudson and authorized the Chief of Police and Assistant Chief to begin the hiring process for additional officers and internal review for promotions, as budgeted for FY24.

No further action was taken.

14. Adjourn

There being no further business before the Board of Aldermen, Alderman Powell made a motion to adjourn, Seconded by Alderman Taylor.

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

Absent: Alderman Slay

The Mayor declared the motion carried, and the meeting was adjourned.



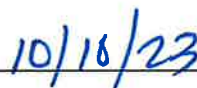
WALTER C. MORRISON, IV
MAYOR

ATTEST:



LINDSAY D. KELLUM
CITY CLERK

DATE:



[Seal]



