



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

Tuesday, October 08, 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, October 08, 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 October 8, 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, Assistant City Clerk Scott Maugh, Planning & Zoning Director / Building Official William Hall, Public Works Director Chris Buckner, Chief of Police Barry Hale, Grant Administrator Ruth Stogner, and City Attorneys John Martin and 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) 2024 Germantown High School Homecoming, October 17th (MAVS Boosters)

*The City Clerk notified the board and public of the upcoming homecoming event for Germantown High School on October 17th.*

No action taken.

**B) Notification of Mayor's Youth Council Halloween Party & Fundraiser, Oct. 30 at Timber Tavern**

*The City Clerk notified the board and public of the upcoming Halloween fundraiser event supporting the Mayor's Youth Council on October 30, 2024 at Timber Tavern.*

No action taken.

**C) Designation of Trick or Treating Date, Halloween - City of Gluckstadt**

*The Board discussed keeping Halloween activities for the City of Gluckstadt on Thursday, October 31, 2024, and advising homeowners associations they have the discretion to move the date for their neighborhood if there is a possibility of inclement weather.*

No action taken.

**D) 2024 Veterans Day Celebration, Sunday November 10 (Madison County First Responders Fund)**

*The City Clerk notified the board and public of the upcoming Veterans Day celebration event on Sunday, November 10th at the new police station and municipal court, located at 140 Gluckstadt Way.*

No action taken.

**E) Recognition of Mayor Morrison, Delta Business Journal 2024 Best of the Best (Best Delta Elected Official), November Issue (Alderman Slay)**

*The Mayor was recognized by Alderman Slay and board members for being selected "Best Delta Elected Official" by his peers in the November Issue of the Delta Business Journal.*

No action taken.

**4. Approval of Consent Agenda Items**

**A) Approval of Claims Docket**

**B) Request for Approval of September 10th and September 13th Meeting Minutes**

**C) Approval of Middle Mississippi Building Officials Association Annual Membership Fees**

**D) Request to Register and Attend Building Officials Association of Mississippi Winter Conference, December 4-6, Natchez, MS (Approval of Associated Registration Fees & Travel Fees, Building Inspector)**

**F) Request for Approval of ICC B2 Commercial Building Inspector Registration and Exam, Curtis Jones**

- G) Request for Approval of Magnolia Shredding Quote, New Police Department and Municipal Court**
- H) Request for Approval of Postage Meter Contract, New Police Department and Municipal Court**
- I) Request for Deposit of Funds, Postage Account (United States Postal Service) New Police Department and Municipal Court**
- J) Request for Approval of Quote to Purchase File Room Shelving for New Municipal Court Space**
- K) Designation of United Automation as Reputable Company (Longevity of Five Years or More), New Police Department and Municipal Court Access Control**

The Mayor requested a motion to approve the consent agenda. (Exhibit "B"). Alderman Taylor made a motion to approve the consent agenda as amended, with the finding that item (4-J) officially states that the board declared United Automation as a Reputable Company with a Projected Longevity of Five Years or More (New Police Department, Access Control), 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.

## **5. Monthly Budget Report**

- A) Request to Adopt Resolution Amending the FY25 Budget (Police Department & Public Works FY24 Unspent Funds), Close of FY24**

*The City Clerk presented the request for the Board of Aldermen to adopt the "Resolution Amending the Fiscal Year Ending 2025 Municipal Budget" ("Exhibit C").*

The Mayor requested a motion to adopt the Resolution. Alderman Powell made a motion to adopt the Resolution Amending the Fiscal Year Ending 2025 Municipal Budget, and it was seconded by Alderman Taylor.

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

The Mayor declared the motion carried.

## **B) Monthly Budget Reports**

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

No action taken.

## **C) Monthly Bank Reconciliations, September**

*The Mayor presented the monthly bank reconciliations. (Exhibit "E").*

No action taken.

## **6. New Business**

### **A) Discussion and Consideration of Amended Flood Prevention Ordinance**

The Public Works Director and Planning and Zoning Director requested that the Board adopt the proposed Amended Flood Prevention Ordinance. After discussion, Alderman Slay made a motion to adopt the Amended Flood Prevention Ordinance, and it was seconded by Alderwoman Williams. (Exhibit "F").

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

The Mayor declared the motion carried.

### **B) Request to Formally Accept Funds (As Reimbursed) & Authorization to Open a New Bank Account for FY25, Federal Surface Transportation Block Funds (MPO Grant): Calhoun Station Parkway & Gluckstadt Road Projects**

The Public Works Director requested to formally accept the funds for the Federal Surface Transportation Block Funds (MPO Grant): Calhoun Station Parkway & Gluckstadt Road Projects, and to approve authorization for the City Clerk to open a new bank account for the funds. After discussion, Alderman Powell made a motion to formally accept the funds for the Federal Surface Transportation Block Funds (MPO Grant): Calhoun Station Parkway & Gluckstadt Road Projects, and to approve authorization for the City Clerk to open a new bank account for the funds, and it was seconded by Alderwoman Bates. (Exhibit "G").

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

The Mayor declared the motion carried.

### **C) Consideration of Uninsured Motorist Coverage (City Vehicles), Mississippi Municipal Liability Plan**

*The City Clerk notified the board of the option to purchase optional uninsured motorist coverage on city vehicles through the Mississippi Municipal Service Plan. The board requested additional information be provided to them in November by a representative from Mississippi Municipal Service Plan.*

No action taken.

## **7. Old Business**

### **A) Request for Consideration and Approval: Fence Ordinance**

The Planning and Zoning Director requested the Board adopt the proposed Fence Ordinance. After discussion, Alderman Slay made a motion to adopt the proposed Fence Ordinance, and it was seconded by Alderman Taylor. (Exhibit "H").

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

The Mayor declared the motion carried.

## **8. Grant Administrator, Grant Status Updates (Ruth Marie Stogner)**

### **A) Review of FY24 Closeouts, Grants**

*The Grant Administrator addressed the Board with a status update on the closeout of FY24 Grants.*

No action taken.

### **B) Review of FY25 Projects, Grants**

*The Grant Administrator addressed the Board with a status update on prospective FY25 grants. Additionally, she stated that Dr. Nakitra Burse is no longer able to be the Health Council Coordinator for the MSDH Grant and she is requesting the board submit nominations to her by the November board meeting; she is having to serve as interim coordinator until the board approves a replacement for Dr. Burse.*

No action taken.

## **9. City Clerk, City Administration Matters (Lindsay Kellum)**

### **A) General Update, City Administration**

*The City Clerk updated the board on city administration matters. (Exhibit "I").*

No action taken.

### **B) Privilege License Reports; FY24 Annual Report & Monthly Report (Assistant City Clerk)**

*The Assistant City Clerk updated the board with the monthly privilege license report. (Exhibit "J").*

No action taken.

### **C) Approval of FY24 Annual Fixed Assets Report & Office of the State Auditor Form F (Assistant City Clerk)**

*The Assistant City Clerk updated the board with the Annual Fixed Assets Report and notifying the board that Form F for the Office of the State Auditor had been completed, for FY24. (Exhibit "K").*

No action taken.

### **D) Approval of Annual Public Depositor Report, FY24 (Office of the State Treasurer)**

*The City Clerk notified the board that the Annual Public Depositor Report for FY24 had been filed with the Office of the State Treasurer. (Exhibit "L").*

No action taken.

**E) Request for Authorization to Publish Amendment to FY25 Budget (October 2024)**

The Mayor requested a motion to authorize the City Clerk to publish the FY25 Budget Amendment adopted October 8th, 2024. (Exhibit "M"). Alderman Slay made a motion to to authorize the City Clerk to publish the FY25 Budget Amendment adopted October 8th, 2024, and it was seconded by Alderman Powell.

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

The Mayor declared the motion carried.

**F) Request for Authorization to Replenish / Pre-Fund FY25 Flex Spending Account (Medical and Childcare Cafeteria Plan, City Employees)**

The Mayor requested a motion to authorize the City Clerk to replenish the pre-funded Medical and Dependent Care Flexible Spending Account through Southern Benefits Administrators (supplemental benefit for city employees) for FY25 (Exhibit "N"). Alderman Taylor made a motion to authorize the City Clerk to replenish the pre-funded Medical and Dependent Care Flexible Spending Account through Southern Benefits Administrators (supplemental benefit for city employees) for FY25, and it was seconded by Alderwoman Bates.

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

The Mayor declared the motion carried.

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

**A) General Update, Planning and Zoning/Building Department**

*The Planning and Zoning / Building Dept. Director addressed the board to provide a status update in his departments.*

No action taken.

**B) Public Hearing, Discussion and Consideration of Ordinance Amending Certain Sections of the Official Zoning Ordinance**

*Next came the matter of a public hearing regarding the proposed Text Amendments to the Official Zoning Ordinance.*

*Mayor Morrison confirmed with the Planning and Zoning Director and the City Clerk that proper and timely notice was advertised according to state statute. The City Clerk provided proof of publication of the notice as an exhibit to the record. (Exhibit "O").*

*The Mayor declared the public hearing open and asked if there were any citizens that signed up on the sign-in sheet to address the board on this matter, whether in support or opposition of adoption. The Mayor also noted that a copy of the proposed changes to the Official Zoning Ordinance were made available to the public for review at City Hall, prior to the public hearing. (Exhibit "P").*

*The City Clerk confirmed there were no citizens who signed up to address the board concerning the Text Amendments to the Official Zoning Ordinance. Further, the City Clerk confirmed there were not any citizens who sent an email or called city hall requesting to be heard on the matter to her knowledge.*

*The Mayor called for questions or comments from the public and with there being none, the public hearing was declared closed.*

*The Mayor then opened the floor for discussion by the Board of Aldermen.*

*Following Board discussion, the Mayor stated that there was clearly additional revisions that need to be made and the proposed Text Amendments to the Zoning Ordinance, and as it stands there may be a need to table this item until November. The City Attorney responded, stating he would need to reduce all changes to writing and bring back an amended version to the board at the November meeting; additionally, so long as any changes do not make the Zoning Ordinance more restrictive than what was originally published for the public hearing, there would be no need to hold, or re-publish, another public hearing. If the ordinance is adopted in November, it will be effective in December (one month later) and after publication.*

*The Mayor stated the Board members interested in amending the Zoning Ordinance need to advise Mr. Giddy of their changes, and legal would bring the amended version to the November meeting for final adoption.*

There being no one from the public who wished to be heard, the Mayor declared the public hearing closed.

No action taken.

**C) Discussion and Consideration of Previously Approved Memo of Amendment to Adopted 2018 IPMC**

The Mayor requested a motion to approve the amendment to the Adopted 2018 International Property Maintenance Code Ordinance. (Exhibit "Q"). Alderman Slay made a motion to approve the amendment to the Adopted 2018 International Property Maintenance Code Ordinance, and it was seconded by Alderman Powell.

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

The Mayor declared the motion carried.

**D) Discussion and Consideration of Text Amendments to Adopted Sign Regulations (Political Signs)**

The Mayor requested a motion to approve the Text Amendments to the Adopted Sign Regulations. (Exhibit "R"), as amended (subject to revision of language to 90-day stipulation for placement of political signs, to clarify intent). Alderman Slay made a motion to approve the Text Amendments to the Adopted Sign Regulations. (Exhibit "R"), as amended (subject to revision of language to 90-day stipulation), and it was seconded by Alderwoman Bates.

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) Request to Approve, Resolution Authorizing an Amendment to the Cooperation Agreement Between Madison County, Mississippi, and the City of Gluckstadt, Mississippi**

The Mayor requested a motion to approve the Resolution Authorizing Amendment to the Cooperation Agreement Between Madison County, Mississippi, and the City of Gluckstadt. (Exhibit "S"). Alderman Taylor made a motion to approve the Resolution Authorizing Amendment to the Cooperation Agreement Between Madison County, Mississippi, and the City of Gluckstadt, and it 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 Approval of Professional Services Agreement with Stantec for Gluckstadt Rd Widening Project**

The Mayor requested a motion to approve the Professional Services Agreement with Stantec for the Gluckstadt Road Widening Project (Engineering Services, Phase I Only). (Exhibit "T"). Alderman Powell made a motion to approve the Professional Services Agreement with Stantec for the Gluckstadt Road Widening Project (Engineering Services, Phase I Only), and it was 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 Professional Services Agreement with Stantec for Calhoun Station Pkwy**

The Mayor requested a motion to approve the Professional Services Agreement with Stantec for the Calhoun Station Overlay Project (Engineering Services, Full Project). (Exhibit "U"). Alderwoman Bates made a motion to approve the Professional Services Agreement with Stantec for the Calhoun Station Overlay Project (Engineering Services, Full Project), and it was 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 Barry Hale)**

### **A) Request for Approval to Adopt Discharge of Firearms Within City Limits Ordinance**

The Mayor requested a motion to approve the Discharging of Firearms Ordinance, as amended (correction of typo). (Exhibit "V"). Alderman Slay made a motion to approve the Discharging of Firearms Ordinance, as amended (correction of typo), and it 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 to Post Job Description (Advertise) and Begin Interviews for Sergeant Position, Police Department**

The Mayor requested a motion to authorize the Chief of Police to begin the hiring and interview process for additional staff for FY25 (a full time Sergeant) including posting the job description, as well as review internally for promotional opportunities within the department. A motion was made by Alderman Powell to authorize the Chief of Police to begin the hiring and interview process for additional staff for FY25 (a full time Sergeant) including posting the job description, as well as review internally for promotional opportunities within the department, and it was seconded by Alderman Slay.

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

The Mayor declared the motion carried.

### **C) Request to Post Job Description (Advertise) and Begin Interviews for Lieutenant Position, Police Department**

The Mayor requested a motion to authorize the Chief of Police to begin the hiring and interview process for additional staff for FY25 (a full time Lieutenant) including internal review for promotional opportunities within the department. A motion was made by Alderman Slay to authorize the Chief of Police to begin the hiring and interview process for additional staff for FY25 (a full time Sergeant) including posting the job description, as well as review internally for promotional opportunities within the department, and it was seconded by Alderwoman Bates.

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

The Mayor declared the motion carried.

### **D) Request to Post Job Description (Advertise) and Begin Interviews for Dispatch Supervisor Position, Police Department**

The Mayor requested a motion to authorize the Chief of Police to begin the hiring and interview process for additional staff for FY25 (a full-time Dispatch Supervisor) including posting the job description, as well as review internally for promotional opportunities within the department. A motion was made by Alderman Slay to authorize the Chief of Police to begin the hiring and interview process for additional staff for FY25 (a full time Dispatch Supervisor) including posting the job description, as well as review internally for promotional opportunities within the department, and it was seconded by Alderman Powell.

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

The Mayor declared the motion carried.

**E) Requesting for Approval to Accept the Donation of Eight (8) APX 7000 Motorola Handheld Radios and Place on Fixed Assets List**

The Mayor requested a motion to accept the donation of Eight (8) APX 7000 Motorola Handheld Radios and place on Fixed Assets List. (Exhibit "W"). Alderman Powell made a motion to to accept the donation of Eight (8) APX 7000 Motorola Handheld Radios and place on Fixed Assets List, and it was seconded by Alderman Slay.

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

The Mayor declared the motion carried.

*The Chief of Police requested to supplement the agenda to add an additional item, and the Mayor granted his request, adding item (12-F).*

**F) Request to Purchase 2024 Chevrolet Tahoe, Police Department**

The Mayor requested a motion to approve the purchase of a 2024 Chevrolet Tahoe for the Police Department, at the lowest and best quote of \$51,000 from Mac Haik. (Exhibit "X"). Alderman Slay made a motion to approve the to approve the purchase of a 2024 Chevrolet Tahoe for the Police Department, at the lowest and best quote of \$51,000 from Mac Haik, and it was seconded by Alderwoman Bates.

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

The Mayor declared the motion carried.

**G) General Update, Law Enforcement Matters.**

*The Chief of Police addressed the board related to law enforcement matters.*

*The board asked the Chief what the status of completion of the new police department and municipal court was, and he stated he was advised it would be completed in a few more weeks.*

No action taken.

**13. Public Comment**

*No members of the public signed up to address the board.*

No action taken.

#### **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. A motion was made by Alderman Slay to enter into closed session to determine the need for executive session, and it was seconded by Alderman Powell. *After calling for and taking a vote, the Mayor declared the motion carried unanimously.*

The Board then considered entering executive session. Alderman Slay made a motion to enter executive session to discuss the job performance of an individual holding a specific position, hiring of an individual in the Public Works Department, and the status of a land transaction, and it was seconded by Alderwoman Bates. *After calling for and taking a vote, the Mayor declared the motion carried unanimously.*

*The Board entered executive session. A public announcement was made by Ms. Kellum that the Board had entered executive session to discuss the job performance of an individual holding a specific position, hiring an individual in the Public Works Department, and the status of a land transaction.*

##### **A) Discussion of Job Performance of an Individual Holding a Specific Position in the Police Department & Request for Approval Increase Salary for the Individual**

After discussion of an individual's job performance, the Mayor requested a motion to increase the pay scale of an Investigator in the Police Department from \$48,000 to \$52,000, as adopted in the FY25 Budget. A motion was made by Alderman Powell, and it was seconded by Alderman Slay.

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

The Mayor declared the motion carried.

##### **B) Request to Hire Executive Assistant, Public Works Department**

The Mayor requested a motion to extend an offer of employment to Mrs. Amber Trotter for Executive Assistant in the Public Works Department, at \$41,000 annually, plus employment benefits such as Blue Cross Blue Shield Health Insurance and participation in the Public Employees Retirement System, contingent upon successfully passing all necessary background checks. A motion was made by Alderman Slay and it was seconded by Alderman Taylor.

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

The Mayor declared the motion carried.

##### **C) Discussion of Status of Land / Property Transaction**

The Mayor and Board discussed the status of a land / property transaction.

No action taken.

The Mayor then asked for a motion to leave executive session. Alderman Slay made a motion to leave executive session and re-enter open session and it was seconded by Alderman Powell. *After calling for and taking a vote, the Mayor declared the motion carried unanimously.* The Mayor and Board then exited executive session and re-entered open session.

*A public announcement was made that the Board voted to increase the salary of an Investigator in the Police Department from \$48,000 to \$51,000 annually; to hire Amber Trotter as Executive Assistant in the Public Works Department at a salary of \$41,000 + benefits; and discussed the status of a land / property transaction, but the board took no further action.*

**15. Adjourn**

Alderman Powell made a motion to adjourn, and it was seconded by Alderman Slay.

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

The Mayor declared the motion carried.

*Walter Morrison*

WALTER C. MORRISON, IV  
MAYOR

ATTEST:

DATE:

*Lindsay Keelum*

*11/12/24*

LINDSAY D. KELLUM  
CITY CLERK

[Seal]

