

**CITY OF GLUCKSTADT, MISSISSIPPI
MINUTES OF THE FIRST NOVEMBER MEETING
OF THE MAYOR AND BOARD OF ALDERMEN
TUESDAY, NOVEMBER 2, 2021, 6:00 P.M.
GERMANTOWN HIGH SCHOOL CAFETORIUM
409 CALHOUN STATION PARKWAY, GLUCKSTADT, MISSISSIPPI**

The Mayor called the November 2, 2021, meeting of the Mayor and Board of Aldermen to order. Present were Mayor Walter C. Morrison, Alderman Miya Warfield Bates, Aldermen Jayce Powell, Alderman Wesley Slay, Alderman Lisa Williams, City Clerk Lindsay Kellum, City Attorney Zachary Giddy and City Planner Chris Watson. Alderman John Taylor was absent. Attorney John Scanlon entered the meeting at a later time.

The Mayor presented the *Notice of Special Meeting of the Mayor and Board of Aldermen of the City of Gluckstadt, Mississippi* acknowledged by all Aldermen. (Exhibit "A").

The meeting was opened with prayer by Alderman Wesley Slay and the Pledge of Allegiance led by Alderman Jayce Powell.

1. Approval of Minutes.

The Board considered the Minutes for the October 5, 2021, meeting. Alderman Powell made a motion to accept the Minutes as written. The Motion was seconded by Alderman Slay and a vote was taken thereon as follows:

| | |
|-------------------|--------|
| Alderman Bates | Aye |
| Alderman Powell | Aye |
| Alderman Slay | Aye |
| Alderman Taylor | Absent |
| Alderman Williams | Aye |

The Mayor then declared the Motion carried.

2. Approval of Claims Docket.

Alderman Bates made a motion to approve the claims docket as is. (Exhibit "B"). The Motion was seconded by Alderman Williams and a vote was taken thereon as follows:

| | |
|-------------------|--------|
| Alderman Bates | Aye |
| Alderman Powell | Aye |
| Alderman Slay | Aye |
| Alderman Taylor | Absent |
| Alderman Williams | Aye |

The Mayor then declared the Motion carried.

3. Monthly Budget Report.

Mayor Morrison presented the monthly budget and discussed income and expenses. Mayor Morrison stated the city is financially sound and internet income tax pays out in January and July. No action taken.

4. General Update from City Clerk

Lindsay Kellum and Mayor Morrison updated the Board on tasks and accomplishments the City has completed over the last month. Lindsay Kellum stated there is a memorandum she prepared in the agenda backup documents. The health insurance is now in place, internet and computer is in place at city hall and phone equipment at city hall will be in place soon. The Board was also updated on the progress of the city hall renovations.

5. Discussion About Garbage Collection.

Mayor Morrison gave an update on garbage collection matters. The County is currently negotiating with Waste Management on garbage collection and is likely to sign a six (6) year contract with Waste Management with four (4) one-year optional extensions (potential effect is 10-year contract). The second option is having one truck with robotic arm with no debris pick up. Regarding recycling, the County has elected not to have recycling. No action taken.

6. Consideration of Janitorial Contract for Approval, City Hall.

Mayor Morrison opened discussion the City entering a contract for janitorial service at city hall. The city has received a proposed contract for cleaning once a week (four times per month). Contract terms are month-to-month, can be terminated with 30-day notice and meets state contract price. Alderman Powell made a motion to approve the janitorial contract (Exhibit "C"). The Motion was seconded by Alderman Slay and a vote was taken thereon as follows:

| | |
|-------------------|--------|
| Alderman Bates | Aye |
| Alderman Powell | Aye |
| Alderman Slay | Aye |
| Alderman Taylor | Absent |
| Alderman Williams | Aye |

The Mayor then declared the Motion carried.

7. Consideration of Landscaping & Maintenance Contract for Approval, City Hall.

Mayor Morrison opened discussion the City entering a contract for landscaping at city hall. Alderman Bates made a motion to approve the landscaping contract (Exhibit "D") with added cancellation language. The Motion was seconded by Alderman Powell and a vote was taken

thereon as follows:

| | |
|-------------------|--------|
| Alderman Bates | Aye |
| Alderman Powell | Aye |
| Alderman Slay | Aye |
| Alderman Taylor | Absent |
| Alderman Williams | Aye |

The Mayor then declared the Motion carried.

8. Engagement Letter with Attorney Todd Butler, Phelps Dunbar: Consulting on Employment Law & HR Issues.

Mayor Morrison opened discussion the City retaining the services of Todd Butler with Phelps Dunbar to consult the City on employment law and HR issues. Mr. Butler suggest setting up HR policy early on instead of later. His services will focus on employee handbook that deals with day-to-day activities. Mr. Butler presented the Board with a proposed engagement letter setting out his hourly fee of \$270/hour and \$180/hour for other attorneys at Phelps Dunbar. Mr. Butler estimated the proposed employment and HR work to be \$3,000 to \$5,000. Alderman Williams made a motion for the City to enter into the engagement letter presented (Exhibit "D"). The Motion was seconded by Alderman Slay and a vote was taken thereon as follows:

| | |
|-------------------|--------|
| Alderman Bates | Aye |
| Alderman Powell | Aye |
| Alderman Slay | Aye |
| Alderman Taylor | Absent |
| Alderman Williams | Aye |

The Mayor then declared the Motion carried.

9. PERS Participation Update & Discussion.

There was next discussion on PERS participation. Mayor Morrison gave an update on the City joining PERS. He advised that PERS requires three (3) years of financials, but Lindsay Kellum spoke with a representative and is waiting to hear back. May need to enter into an agreement since the City does not have three (3) years of financials. No action taken.

10. (18) Approval of Registration of City Clerk for Upcoming CMC Training Seminars & Discussion of Professional Memberships (IIMC & MMCCA).

Mayor Morrison opened discussion regarding the approval of registration for Lindsay Kellum for the upcoming CMC Training Seminars and discussion of professional memberships (IIMC &

MMCCA). Mayor Morrison advised that Lindsay Kellum requested two or three training sessions per year at a cost of \$165 per training- one in Fall and one in Spring. Alderman Powell made a motion to approve two training sessions per year for Lindsay Kellum at a cost of \$165 per training session. The Motion was seconded by Alderman Bates and a vote was taken thereon as follows:

| | |
|-------------------|--------|
| Alderman Bates | Aye |
| Alderman Powell | Aye |
| Alderman Slay | Aye |
| Alderman Taylor | Absent |
| Alderman Williams | Aye |

The Mayor then declared the Motion carried.

11. Consideration of Software Purchasing Options for Approval (immediate needs: payroll, general ledger, privilege licenses; future needs: municipal court & police department); Recommendation of City Clerk.

There was next discussion regarding needed software purchase. Lindsay Kellum advised the need for payroll, budget, and general funds software and the available options. Accufund is one option with good software, but not used by many cities. BBI at an estimated cost of \$20k is what the majority of cities in Mississippi use. It offers all budget needs but no police software. Tyler Tech. at an estimated cost of \$60k used by cities larger than Gluckstadt. Lindsay believes the software to be much better and it offers all software plus can add on, but the price is much higher. Lindsay advised that her preference is Tyler Tech. as it has constant updates and is very user friendly. Lindsay spoke with other city clerks about the different software options. Alderman Powell made a motion to approve the City Clerk to begin the advertisement of bidding process. The Motion was seconded by Alderman Slay and a vote was taken thereon as follows:

| | |
|-------------------|--------|
| Alderman Bates | Aye |
| Alderman Powell | Aye |
| Alderman Slay | Aye |
| Alderman Taylor | Absent |
| Alderman Williams | Aye |

The Mayor then declared the Motion carried.

12. Public Hearing for Consideration of Comprehensive Plan for Zoning.

Mayor Morrison opened the Public Hearing regarding consideration and discussion of the Comprehensive Plan for Zoning. City Planner Chris Watson began discussion and explained what a Comprehensive Plan is and why it is needed. He stated a Comprehensive Plan is policy for zoning matters. There was next public comment by Ms. Charlotte Smith. Mayor Morrison asked if there was anyone who wished to speak in support of or in opposition to the proposed Comprehensive Plan.

There was no one further that wished to speak in support or in opposition.

Mayor Morrison stated the Public Hearing should be closed.

13. Consideration of Adoption of the Comprehensive Plan for Zoning.

There was next for consideration the adoption of the Comprehensive Plan for Zoning. The Mayor advised it may not be wise to adopt the Comprehensive Plan as there is no one to enforce. Mayor advised the Board to delay adoption until next meeting so that the City can get building official / code enforcement officer hired. Mr. Watson advised the Board can call a special meeting to adopt if hire occurs prior to next meeting. No action taken.

14. Public Hearing for Consideration of Zoning Ordinance and Map.

Mayor Morrison opened the Public Hearing regarding consideration and discussion of the Zoning Ordinance and Map. City Planner Chris Watson began discussion and advised the City should start with Madison County Zoning Ordinance and Map to go along with Comprehensive Plan to follow the law. He further advised that some changes have been made. Chris Watson advised the Board there were changes made last year to two lots on Lexington Drive (Lots 6 and 7) and he has an updated map to reflect that change. Mayor Morrison asked if there was anyone who wished to speak in support of or in opposition to the proposed Zoning Ordinance and Map.

Mr. Jamar Dawson when the current boundary of the City will be expanded and was advised there is no expansion foreseen right now and that the City needs infrastructure in place first.

There was no one further that wished to speak in support or in opposition.

Mayor Morrison stated the Public Hearing should be closed.

15. Closed Session to Determine Need for Executive Session.

The Board next considered entering into closed session to determine whether to go into Executive Session. A motion was made by Alderman Williams to enter into closed session. The Motion was seconded by Alderman Bates and a vote was taken thereon as follows:

| | |
|-------------------|--------|
| Alderman Bates | Aye |
| Alderman Powell | Aye |
| Alderman Slay | Aye |
| Alderman Taylor | Absent |
| Alderman Williams | Aye |

The Mayor then declared the Motion carried.

Attorney John Scanlon advised the Board they can enter into executive session and discuss personnel matter.

The Board then considered entering into Executive Session for the purpose of discussing a personnel matter. A motion was made by Alderman Powell to enter into Executive Session for the purpose of discussing a personnel matter. The Motion was seconded by Alderman Slay and a vote was taken thereon as follows:

| | |
|-------------------|--------|
| Alderman Bates | Aye |
| Alderman Powell | Aye |
| Alderman Slay | Aye |
| Alderman Taylor | Absent |
| Alderman Williams | Aye |

The Mayor then declared the Motion carried.

The Board entered into an Executive Session. A public announcement was made that the Board had entered into Executive Session to discuss a personnel matter.

Within the Executive Session, there was discussion regarding a personnel matter. No action taken.

Within the Executive Session, a motion was made by Alderman Williams to leave executive session and re-enter Open Session. The Motion was seconded by Alderman Slay and a vote was taken thereon as follows:

| | |
|-------------------|--------|
| Alderman Bates | Aye |
| Alderman Powell | Aye |
| Alderman Slay | Aye |
| Alderman Taylor | Absent |
| Alderman Williams | Aye |

The Mayor then declared the Motion carried.

The Executive Session ended. A public announcement was made that the Board of Aldermen did not take any official action within Executive Session.

16. Adjourn.

There being no further business before the Board of Aldermen, Alderman Powell made a motion to adjourn. The motion was seconded by Alderman Williams and a vote was taken thereon as follows:

| | |
|-----------------|-----|
| Alderman Bates | Aye |
| Alderman Powell | Aye |

| | |
|-------------------|--------|
| Alderman Slay | Aye |
| Alderman Taylor | Absent |
| Alderman Williams | Aye |

The Mayor then declared the Motion carried and the meeting adjourned at _____ p.m.

WITNESS MY SIGNATURE, this the 7th day of December 2021.

Walter Morrison
WALTER C. MORRISON, MAYOR

ATTEST:

Lindsay D. Kellum 12/7/21
LINDSAY KELLUM
CITY CLERK

