

**CITY OF GLUCKSTADT, MISSISSIPPI
MINUTES OF THE FIRST DECEMBER MEETING
OF THE MAYOR AND BOARD OF ALDERMEN
TUESDAY, DECEMBER 7, 2021, 6:00 P.M.
GERMANTOWN HIGH SCHOOL CAFETORIUM
409 CALHOUN STATION PARKWAY, GLUCKSTADT, MISSISSIPPI**

The Mayor called the December 7, 2021, meeting of the Mayor and Board of Aldermen to order. Present were Mayor Walter C. Morrison, Alderwoman Miya Warfield Bates, Aldermen Jayce Powell, Alderman Wesley Slay, Alderman John Taylor, Alderwoman Lisa Williams, City Clerk Lindsay Kellum (via telephone), and City Attorneys John Scanlon and Zachary Giddy.

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 Pastor Brooks and the Pledge of Allegiance led by Alderman Jayce Powell.

1. Approval of Minutes.

The Board considered the Minutes for the November 2, 2021, meeting. Alderman Slay made a motion to accept the Minutes as written. The Motion was seconded by Alderman Powell and a vote was taken thereon as follows:

Alderwoman Bates	Aye
Alderman Powell	Aye
Alderman Slay	Aye
Alderman Taylor	Aye
Alderwoman Williams	Aye

The Mayor then declared the Motion carried.

2. Approval of Docket of Claims.

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

Alderwoman Bates	Aye
Alderman Powell	Aye
Alderman Slay	Aye
Alderman Taylor	Aye
Alderwoman Williams	Aye

The Mayor then declared the Motion carried.

3. Monthly Budget Report.

Mayor Morrison presented the monthly budget and stated the city has exceeded sales tax projections each month and is in good financial standing. No action taken.

4. Discussion of Authorization for City Clerk to Pay Monthly Recurring Bills with Prior Approval from Mayor (payroll, payroll taxes, city hall lease, utility bills)

There was next discussion had on paying bills prior to approval by the Board of Aldermen. Mayor Morrison explained to the Board the issue is with bills being due before Board of Aldermen can approve payment. Attorney John Scanlon advised the Board on legal issues regarding paying bills without approval and proposed adopting an Order providing for the payment of utility bills by the City Clerk prior to approval by the Board of Aldermen. Lindsay Kellum advised that some company moved the due, but others would not – Comcast and CenterPoint Energy. Alderman Taylor made a motion to approve the Order allowing City Clerk to pay reoccurring bills prior to Board approval (Exhibit “C”). The Motion was seconded by Alderwoman Bates and a vote was taken thereon as follows:

Alderwoman Bates	Aye
Alderman Powell	Aye
Alderman Slay	Aye
Alderman Taylor	Aye
Alderwoman Williams	Aye

The Mayor then declared the Motion carried.

5. General Update from City Clerk.

Mayor Morrison advised the Board of Aldermen to see Lindsay Kellum’s memorandum. No action taken.

6. City Hall Renovation Update.

Mayor Morrison gave update and stated City Hall renovations should be complete by Dec. 15. No action taken.

7. Consideration of Engagement Letter, Hiring of Municipal Auditor: Breazeale, Saunders & O’Neil, Ltd. (CPA Firm)

Mayor Morrison opened discussion regarding the proposed engagement letter hiring Municipal Auditor. Mayor Morrison advised the city must be completed by the end of the fiscal year; that the Breazeale firm come highly recommended and the input from the auditors will be helpful when setting up services. Alderman Slay made a motion to accept the engagement letter for the audit firm Breazeale, Saunders & O’Neil, Ltd. as presented (Exhibit “D”). The Motion was seconded by Alderman Powell and a vote was taken thereon as follows:

Alderwoman Bates	Aye
Alderman Powell	Aye
Alderman Slay	Aye
Alderman Taylor	Aye
Alderwoman Williams	Aye

The Mayor then declared the Motion carried.

8. Discussion of City Hall Security / Access & Consideration of Adoption of a Policy.

Mayor Morrison opened discussion regarding City Hall security and advised that it is important to have security cameras and intercom system to keep employees safe and city business secure. Mayor Morrison suggested the adoption of a policy for who has access to City Hall. The policy should set out that the Mayor and City Clerk have keys – Lindsay because she works in and opens the building. There was discuss of whether the Aldermen wanted and/or needed keys. No Aldermen requested a key. Mayor Morrison advised that if anyone, whether Board member or from general public, needs to meet with City Clerk Lindsay Kellum, they should schedule an appointment with her. Fire Chief Henry Davis advised the City to have a “Knox Box” for after hour fire access. Alderman Powell made a motion to adopt a policy that the Mayor and City Clerk are to have a key and if anyone needs to meet with City Clerk, they should schedule an appointment and there should be a “Knox Box” placed at City Hall for fire access. The Motion was seconded by Alderman Taylor and a vote was taken thereon as follows:

Alderwoman Bates	Aye
Alderman Powell	Aye
Alderman Slay	Aye
Alderman Taylor	Aye
Alderwoman Williams	Aye

The Mayor then declared the Motion carried.

9. Discussion of Invitation for Bid, Municipal Software Purchase (invitation for bid, advertisement, reverse auction, awarding, etc.)

There was next discussion of invitation for bid, municipal software purchase. Mayor Morrison advised the Board to see Lindsay Kellum’s memorandum wherein it is set out bid publish date, submission deadline, etc. No action taken.

10. Approval of Postage Meter Contract, Mailroom Consultants (State Contract).

Mayor Morrison opened discussion regarding the approval of rental agreement for postage meter and stated the agreement is a State contract. Attorney John Scanlon advised the contracts have been reviewed by lawyers. Alderman Slay made a motion to approve the contract for postage meter rental as presented. (Exhibit “E”). The Motion was seconded by Alderman Taylor and a vote was taken thereon as follows:

Alderman Powell	Aye
Alderman Slay	Aye
Alderman Taylor	Aye
Alderwoman Williams	Aye

The Mayor then declared the Motion carried.

11. Approval of RJ Young Contract, Large MFP Copier for Workroom (State Contract).

Mayor Morrison opened discussion regarding the approval of rental agreement with RJ Young for copier and stated the agreement is a State contract. Lindsay Kellum advised there are two contracts – one for 36 months and one for 48 months and that the 48 month contract is a lower monthly cost. Attorney John Scanlon advised the Board that it cannot bind successive Board of Aldermen and that contracts become voidable with successive Board. Alderman Taylor made a motion to approve the 36 month contract for copier with RJ Young as presented. (Exhibit “F”). The Motion was seconded by Alderman Slay and a vote was taken thereon as follows:

Alderman Powell	Aye
Alderman Slay	Aye
Alderman Taylor	Aye
Alderwoman Williams	Aye

The Mayor then declared the Motion carried.

12. PERS Participation Update & Discussion.

Mayor Morrison opened discussion regarding the update on PERS participation. Lindsay Kellum advised that she spoke with the PERS representative and need to submit all paperwork except the three year financials. Lindsay requested the Board make a vote that the City desires to request to participate in PERS and once everything is submitted the goal is to be on the PERS agenda in February. Alderman Slay made a motion to approve the City to participate in PERS. The Motion was seconded by Alderman Slay and a vote was taken thereon as follows:

Alderman Powell	Aye
Alderman Slay	Aye
Alderman Taylor	Aye
Alderwoman Williams	Aye

The Mayor then declared the Motion carried.

13. Consideration of Adopting Atmos Energy Franchise Agreement/Ordinance.

Mayor Morrison opened discussion the consideration of the adoption of Atmos Energy Franchise Agreement and advised the Board that this is a routine agreement that municipalities enter into. Attorney John Scanlon advised Atmos approached him and agreed to back date the agreement. Alderman Powell made a motion to approve the City to enter into the Atmos Energy Franchise Agreement. The Motion was seconded by Alderman Taylor and a vote was taken thereon as follows:

Alderwoman Bates	Aye
Alderman Powell	Aye
Alderman Slay	Aye
Alderman Taylor	Aye
Alderwoman Williams	Aye

The Mayor then declared the Motion carried.

14. Consideration of Adoption of Public Records Policy.

Mayor Morrison opened discussion the consideration the adoption of a Public Records Policy. Attorney John Scanlon advised if no policy in place, requests must be processed within one (1) business day, but with policy the City can have up to seven (7) days. Alderwoman Williams made a motion to approve the City to approve and set the policy to respond to public records requests within seven (7) days. The Motion was seconded by Alderman Slay and a vote was taken thereon as follows:

Alderwoman Bates	Aye
Alderman Powell	Aye
Alderman Slay	Aye
Alderman Taylor	Aye
Alderwoman Williams	Aye

The Mayor then declared the Motion carried.

15. Discussion of Pre-Employment Requirements & Employment Application (notice of vacancy, application process, drug testing, background check, motor vehicle record, credit check upon offer of employment).

Mayor Morrison opened discussion the requirements and application for hiring employees. Mayor Morrison advised that Todd Butler provided a city employee application for the City's use and that Todd Butler asked the Board of Alder to approve the allowance of employees submitting to drug testing, background checks, etc. John Scanlon advised that he spoke with Todd Butler, and he asked for approval of a policy to submit to drug testing, criminal background check, DMV check and credit check for certain employees. Alderwoman Bates made a motion to approve the City to set the policy that all new employees of the City shall submit to drug testing, criminal background check DMV check and credit check. The Motion was seconded by Alderman Slay and a vote was taken thereon as follows:

Alderman Powell	Aye
Alderman Slay	Aye
Alderman Taylor	Aye
Alderwoman Williams	Aye

The Mayor then declared the Motion carried.

16. Discussion of the Procedure for Hiring a Police Chief and/or Building Official.

Mayor Morrison opened discussion on the procedure to move forward with hiring a Police Chief. There was discussion regarding on how to vet resumes and narrow down candidates. Mayor Morrison asked the Board to nominate two (2) of themselves along with Mayor to narrow down candidates. Alderman Williams proposed allowing a former law enforcement officer to have input and help with vetting and narrowing down applicants. Alderman Taylor made a motion to approve a police chief search committee consisting of Mayor Morrison, Alderwomen Williams, and Alderman Powell along with an outside person with law enforcement experience to vet resumes and narrow down candidates. The Motion was seconded by Alderwoman Bates and a vote was taken thereon as follows:

Alderwoman Bates	Aye
Alderman Powell	Aye
Alderman Slay	Aye
Alderman Taylor	Aye
Alderwoman Williams	Aye

The Mayor then declared the Motion carried.

There was further discussion on who outside person for committee would be. Alderman Slay asked for executive session to discuss outside person. Mayor Morrison reserved the discussion of outside person to later in the meeting to potentially enter into executive session. Kerry Minninger asked about citizen involvement in the search committee and potentially involved in the interview process. John Scanlon advised the Mayor and Board that they can invite others into executive session. Alderman Powell made a motion that the three Aldermen that are not on the search committee (Bates, Slay, and Taylor) shall nominate / appoint a citizen to interview candidates with Board of Aldermen police chief search committee. The Motion was seconded by Alderman Taylor and a vote was taken thereon as follows:

Alderwoman Bates	Aye
Alderman Powell	Aye
Alderman Slay	Aye
Alderman Taylor	Aye
Alderwoman Williams	Aye

The Mayor then declared the Motion carried.

17. Announcement of Planning and Zoning Meeting Date, January Date.

Mayor Morrison announced that January Planning and Zoning Meeting date is only if needed.
No action taken.

18. Logo Contest, Committee Recommendations & Potential Selection of Winner.

Mayor Morrison opened discussion regarding the logo contest. Alderwoman Williams advised that the following committee members were present: Melissa Love (spokesperson), Kathy Sue Wells, Kerry Minninger, Renada Davis, Renee Lambert, and Deborah Ellis. Melissa Love advised that designs are city property and can be used. Ms. Love further advised on the committee’s choice of winner and read submission statement, stating the committee does suggests some alterations for seal. There were 26 total entries, but committee was unaware of who submitted the designs. Committee recommendations are attached. (Exhibit “G”). The Board of Aldermen has the ultimate decision on logo selection and discussed that they will ponder the recommendations and their selection of the logo and seal will be placed on the next regularly scheduled meeting in January. No further action taken.

19. 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 Powell to enter into closed session. The Motion was seconded by Alderman Taylor and a vote was taken thereon as follows:

Alderwoman Bates	Aye
Alderman Powell	Aye
Alderman Slay	Aye
Alderman Taylor	Aye
Alderwoman Williams	Aye

The Mayor then declared the Motion carried.

The Board then considered entering into Executive Session for the purpose of discussing personnel matters. A motion was made by Alderwoman Williams to enter into Executive Session for the purpose of discussing personnel matters and appointees to police chief hiring committee. The Motion was seconded by Alderman Slay and a vote was taken thereon as follows:

Alderwoman Bates	Aye
Alderman Powell	Aye
Alderman Slay	Aye
Alderman Taylor	Aye
Alderwoman 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 matters and appointees to police chief hiring committee.

Within the Executive Session, there was discussion regarding the hiring of a building official. A motion was made by Alderman Taylor to offer employment for the job of building official to a specific candidate. The Motion was seconded by Alderman Slay and a vote was taken thereon as follows:

Alderwoman Bates	Aye
Alderman Powell	Aye
Alderman Slay	Aye
Alderman Taylor	Aye
Alderwoman Williams	Aye

The Mayor then declared the Motion carried.

Next, within the Executive Session, there was discussion regarding appointee to police chief hiring committee. A motion was made by Alderman Taylor to appoint Luke Thompson to police chief hiring committee. 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	Aye
Alderman Williams	Aye

The Mayor then declared the Motion carried.

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

Alderwoman Bates	Aye
Alderman Powell	Aye
Alderman Slay	Aye
Alderman Taylor	Aye
Alderwoman Williams	Aye

The Mayor then declared the Motion carried.

The Executive Session ended. A public announcement was made that the Board of Aldermen approved to offer a contract to a specific person for building official and to appoint Luke Thompson to the police chief hiring committee within Executive Session.

20. Adjourn.

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

Alderwoman Bates	Aye
Alderman Powell	Aye
Alderman Slay	Aye
Alderman Taylor	Aye
Alderwoman Williams	Aye

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

WITNESS MY SIGNATURE, this the 17th day of January 2022.

Walter Morrison

WALTER C. MORRISON, MAYOR

ATTEST:

Lindsay D. Kellum

LINDSAY KELLUM
CITY CLERK

