

**MINUTES OF THE REGULAR PUBLIC MEETING OF THE MAYOR AND BOARD OF
ALDERMEN OF THE CITY OF GLUCKSTADT, MISSISSIPPI
TUESDAY, APRIL 12, 2022, 6:00 P.M.
CITY HALL, 343 DISTRIBUTION DRIVE, GLUCKSTADT, MISSISSIPPI**

The Mayor called the April 12, 2022, meeting of the Mayor and Board of Aldermen to order.

1. Call Meeting to Order & Roll Call.

Present: Mayor Walter C. Morrison, IV., Alderwoman Miya Warfield Bates, Aldermen Jayce Powell, Alderman Wesley Slay, Alderman John Taylor, Alderwoman Lisa Williams, City Clerk Lindsay Kellum, Building Official Jeff Williamson, Police Chief Wendell Watts, City Attorney John Scanlon and City Attorney Zachary Giddy.

Absent: City Planner Chris Watson, and City Financial Planner Tim Youngblood.

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

No action taken.

2. Opening Prayer & Pledge of Allegiance.

The meeting was opened with prayer by Pastor Steven M. Brooks and the Pledge of Allegiance led by Alderman Jayce Powell.

No action taken.

3. Presented Items (amended at time of the meeting to add item "3-A").

A. Special Presentation by Alderwoman Williams on behalf of the Mayor & Board of Aldermen to Mrs. Lindsay Kellum, City Clerk; in celebration of six months with the City of Gluckstadt.

Alderwoman Williams asked Mrs. Kellum (and Mr. Kellum, also present) to join her at the podium and spoke of Lindsay's accomplishments since her hire date of October 4, 2021. Alderwoman Williams extended the Board's sincerest gratitude for all of Mrs. Kellum's hard work on behalf of the City in the last six (6) months and provided Mrs. Kellum with a few small tokens of appreciation, including a hat with the new Gluckstadt logo. Mrs. Kellum thanked Alderwoman Williams, the Mayor, the Board, and the citizens in attendance for this special occasion and the kind gifts.

No action taken.

B. Presentation by Alderwoman Williams: Discussion and Adoption of Resolution to Support Annual Madison County Law Enforcement Appreciation Week (May 11-17, 2022).

Alderwoman Williams spoke of the hard work, honor and dedication of the City’s local law enforcement officers and the importance of showing appreciation to them, as well as all first responders, throughout Madison County and within the City of Gluckstadt each and every day; she further explained that Madison County would officially recognize May 11-17, 2022, as Madison County Law Enforcement Appreciation Week and would request the City of Gluckstadt join other area cities, Madison County, and local chambers of commerce, in gratitude and celebration. Alderwoman Williams invited the following law enforcement officers to the podium to be recognized and take a photo with the Board: Chief Wendell Watts, Investigator Chris Picou and K-9 Officer Roscoe, Madison County Deputy William Horton, and Madison County Deputy Lt. Brian Loveall.

Alderwoman Williams made a motion to adopt a resolution in support of Madison County Law Enforcement Appreciation Week to be recognized annually by the City of Gluckstadt. (Exhibit “B”). 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.

C. Presentation by Alderman Powell: Discussion and Adoption of Resolution to Support Bicycle Safety Month (May)

Alderman Powell spoke of National Bicycle Month (May) and made a presentation to the Board on behalf of the cycling community; he provided a history of his interest in cycling, communicating the health benefits, comradery amongst the cycling community, positive alternative to vehicles on our environment, of as well as the importance of bicycle safety on our roadways. Alderman Powell made a motion to adopt a resolution proclaiming the month of May Bicycle Safety Month, to be recognized annually by the City of Gluckstadt. (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.

4. Approval of Consent Agenda Items (Exhibit “D”):

Alderman Taylor requested to recuse himself from the vote to approve one item on the April claims docket, included within the consent agenda, due to a potential conflict: the approval of payment of the 3/22/22 invoice from It’s Vinyl Y’all in the amount of \$1,027.50, for a deposit for signage for City Hall.

- A) Approval of the Minutes of the March 8th Meeting of the Mayor and Board of Aldermen.**

- B) Approval of Docket of Claims.**

- C) Approval of Joinder Agreement to Join Mississippi Deferred Compensation Plan and Trust (Administered by PERS).**

- D) Approval of Contract/Letter of Agreement with Bridgers, Goodman, Baird & Clarke, PLLC, Municipal Auditor Contract (*will replace previous contract entered into with Breazeale, Saunders & O’Neil, Ltd. – Retired / Dissolved in January 2022*).**

- E) Approval of Contract for Website Development, Municode, Inc.**

- F) Approval of Contract for Municipal Court and Public Safety Software, Tyler Technologies, Inc.**

- G) Approval of Registrations for Mississippi Municipal League Summer Educational Conference in Biloxi, June 27-29, 2022 (Aldermen & Necessary City Staff), \$275.00 Registration Per Person, \$100.00 Per Spouse (Early Registration Period).**

Following the recusal by Alderman Taylor on one item on the April Claims docket, Alderwoman Williams moved to approve the consent agenda. 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 *recused from approval of It’s Vinyl Y’all invoice*
Alderwoman Williams	Aye

The Mayor then declared the Motion carried.

5. Monthly Budget Report

Mayor Morrison then presented the monthly budget report (Exhibit "E") and asked members of the Board if they had any further questions; having none, he moved on to the next agenda item.

No action taken.

6. New Business

A) Discussion Concerning Possible Special Election & City Preparation

Mayor Morrison briefly expressed the need to work with Madison County in the event the City would need to hold an election in the near future, due to limitations on manpower and equipment; he further explained that Mrs. Kellum has been working closely with the Mississippi Secretary of State's Office, Madison County Election Officials, and the City Attorney to research the City's options in preparation for an election, including the possibility of entering a future MOU with Madison County. The City Attorney spoke of the need for the Board of Aldermen to consider nominating three (3) individuals for appointment to the municipal election commission at some point in the near future.

No action taken.

B) Discussion of Purchase of Weather Sirens from Madison County; Discussion of Traffic Lights, Taking Expense Over from the County; Discussion and Adoption of Memorandum of Understanding, Madison County Board of Supervisors; Garbage Collection - Debris Pick-Up (Limbs, Large Items)

Mayor Morrison then presented information with regard to the above County services and asked the Board to refer to the memorandum in the agenda packet outlining each of the items for consideration.

Weather Sirens

There are two (2) weather sirens located in the City of Gluckstadt which are activated during a tornado warning; they are currently owned and operated by Madison County; the County is requesting the City purchase the two (2) sirens from the county at \$5,200.00 each, plus the associated computer system to operate them or purchase a new weather system, so that the County may relocate the two (2) sirens elsewhere.

Traffic Signals

There are nine (9) traffic signals located in the City of Gluckstadt; the electricity for each is provided by Entergy and paid by Madison County at an operation cost of approximately \$25 per month. There are also service contracts in place with Lewis Electric for repair of traffic signals (based on hourly fees). The County is requesting the monthly operational costs and maintenance responsibility be transferred to the City.

Alderwoman Bates made a motion to table the purchase of the two (2) weather sirens and taking over the monthly operational costs and maintenance fees for the nine (9) traffic signals until such time as the Mayor and the City Clerk could obtain additional information on the items. 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.

Memorandum of Understanding: Debris, Limbs & Bulk Items Pick-up, County

Next, the Board considered a proposed MOU between the City and Madison County for pick-up of debris, limbs, and bulk items at a cost of \$122.00 per pickup, plus fuel costs (limited to a \$750.00 maximum daily rate), for the County road department to assist the City with picking up debris and items from residents within municipal boundaries; the MOU is a term agreement effective until September 2023 (and to be revisited at that time) or a until such a time as the City notifies the County that it has a fully-functioning road department in place. (See Memorandum of Understanding, attached hereto as “Exhibit “F””)

The Mayor asked if the Board had any questions or discussion.

Alderwoman Williams asked if the City could legally pay the County for services that the County has already been conducting up until this point. City Attorney Scanlon stated yes, the City can legally pay the County for services, that interlocal agreements are entered into regularly. Alderwoman Williams asked if the City would have to pay expenses prior to the execution of the MOU. Mrs. Kellum explained that it is her understanding that the fees associated with the MOU would not begin until the document is fully executed between the parties and confirmed no invoice had been received from the County for pickups conducted from February 28th to present. Alderwoman Williams asked in the event of a bad storm or emergency situation, would the MOU apply? Mayor Morrison stated it came up in his conversations with the County and that it is his understanding the County would respond as they typically do and that an emergency event with downed trees and debris would be outside the scope of the MOU presented; this is just for routine yard maintenance and bulk trash items. Further, the Mayor requested that citizens communicate with the City and try to keep these requests to actual items that cannot be picked up with regular garbage collection services, as many limbs can be cut down to a manageable size, bundled, or bagged properly to be placed on the curb on regular garbage day for Waste Management to pick up.

Alderman Powell made a motion to adopt the MOU with the County for debris and bulk item pick up for City residents. 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

is expected the Deputy City Clerk will also serve as an interim Municipal Court Clerk, splitting time between both departments until a fully functioning court is up and running.

Alderwoman Williams made a motion to authorize Mrs. Kellum to develop a job description, advertise for the position in local media outlets, and begin the interview process, under the supervision of the Mayor. 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.

C) Discussion and Rollout of “Gluckstadt on the Go” App, Permission to Begin Advertising in Late April-Early May

Mrs. Kellum requested permission from the Board of Aldermen to begin promoting the “Gluckstadt on the Go” 311 mobile app, upon completion of development in the coming weeks and before the May meeting, such as promoting the app on social media, sending notices to local businesses to join the app, etc. Elizabeth Tyler and the Madison Gluckstadt Business Alliance will assist the City Clerk in getting the word out.

Alderman Powell made a motion for the City Clerk to begin promoting the “Gluckstadt on the Go” mobile app, including the purchase of an ad in the local newspaper. The Board of Aldermen made a finding that that the promotion and advertisement brings favorable notice to the City of Gluckstadt and the opportunities therein. 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.

D) General Update, City Administration Matters

Mayor Morrison advised the Board to refer to Lindsay Kellum’s memorandum detailing a general update from the City Clerk’s office. (Exhibit “G”). Mrs. Kellum updated the board on tasks and accomplishments the City has completed since last month’s meeting. The Mayor asked if Board members had any questions for Mrs. Kellum or if Mrs. Kellum had anything additional, she wanted to add. Mrs. Kellum stated that City Hall is close to having signage and It’s Vinyl Y’all will begin the work shortly after receiving the deposit now approved.

Alderman Slay asked about the status of city limit signs; Mrs. Kellum explained she has been working on city limit signs as well and hopes to have a quote to them as an item on the May agenda for approval.

No action taken.

8. Building Official, Planning & Zoning Matters (Jeff Williamson)

**A) Old Jackson Road Commercial Park: Site Plan, Parcel # 082E-15-002/03.00,
Lee Sahler**

Mr. Williams provided a brief history of this project and the recommendation to approve the site plan by the Planning and Zoning Commission. Daniel Woolridge, the architect of record on the project, explained that Phase One (1) had been previously approved and permitted by Madison County. Phases Two (2) and Three (3) were brought before P&Z for consideration; the P&Z Commission recommended its approval with a few amendments relative to parking and contingent upon approval of construction plans. Mr. Williamson asked for the Board to grant final approval. The Mayor asked if there were any questions from the Board. Alderman Slay asked what type of business would be going into the space, and Mr. Williamson confirmed it would be retail and distribution businesses. Additionally, Alderman Slay asked about square footage for parking, and Mr. Williamson stated that the City's Zoning Ordinance requires 180 sq. ft. Alderwoman Williams wanted clarification that the P&Z Commission is requesting larger handicapped parking spots in addition to ADA compliance. Mr. Williamson confirmed. Further, Alderwoman Williams had questions on the type of fencing material, solid or chain link. Mr. Woolridge indicated it would be a chain link fence. Further, Alderwoman Williams had questions on the road material, if it would be concrete; Mr. Woolridge confirmed it would be. Mr. Woolridge also confirmed lighting would consist of a typical light pole / mast (directionally, shining downward). Mr. Woolridge indicated they would do their best to save the tree line along the creek bed on the southern part of the property; eventually the pond may go away. Mr. Woolridge confirmed the Board was requested to approve five buildings total and that the spaces would be identical, including paint scheme. Mr. Williamson is requesting approval of the Board with the understanding that the issues brought to P&Z Commission (noted in its minutes) will be rectified before a building permit is issued and indicated that the P&Z Commission voted unanimously to recommend approval of the site plan with the noted amendments. (Exhibit "H").

Alderman Slay made a motion to approve the site plan as amended (contingent upon the developers' rectifying any issues noted in the P&Z minutes, prior to issuance of a building permit). 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.

B) Retail Center, Calhoun Station Parkway: Site Plan, Parcel # 082E-21-016/24.00, Carl Sandburg

Mr. Williams provided a brief history of this project and the recommendation to approve the site plan by the Planning and Zoning Commission. Daniel Woolridge is also the architect of record for this project. This project is a standard retail development; P&Z held the same discussion relative to parking similar to the Old Jackson Road site plan discussed above. Mr. Williamson is requesting approval of the Board with the understanding that the parking issues brought to P&Z (noted in its minutes) will be rectified before a building permit is issued and indicated that the P&Z Commission voted unanimously to approve the site plan for recommendation with the amendments. (Exhibit "I"). The Mayor asked if there were any questions from the Board.

In response to questions, Mr. Woolridge confirmed the development would have a drive-thru on the north end and will be named "Corners at Calhoun."

Alderman Powell made a motion to approve the site plan as amended (contingent upon the developers' rectifying any issues noted in the P&Z minutes, prior to issuance of a building permit). The Motion was seconded by Alderwoman 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.

C) Discussion and Approval of Task Order, Supplemental to Previously Adopted Contract, Stantec Engineering

Mayor Morrison then asked Mr. Williamson to present for Board consideration a task order agreement with Stantec Engineering, providing the ability for Mr. Williamson to contact Stantec directly on projects, with a cap of \$10,000.00. (Exhibit "J"). The Mayor asked about how often Stantec anticipated having to do these types of tasks; Mr. Williamson stated they will be heavily involved as new construction and development continues, in every phase. Additionally, as concerned citizens contact the City with regard to flooding and drainage, Stantec will be involved in determining if the City needs to provide a resolution. Mr. Williamson is primarily requesting to have the authority to contact Stantec directly (capped once the billing reaches \$10,000.00, billed at an hourly rate) instead of bringing every issue before the board for approval. Once the \$10,000.00 is met, Mr. Williamson would need to come back before the board for further approval. The Mayor requested a motion for the Board to allow him to execute the agreement on behalf of the City Building Department. Alderman Slay made a motion to approve the task order. The Motion was seconded by Alderwoman Williams with an understanding that Stantec is to submit monthly reports to the Board on the status of work orders, detailing potential resolutions alongside a detailed monthly invoice, and a vote was taken thereon as follows:

Alderwoman Bates	Aye
Alderman Powell	Aye
Alderman Slay	Aye

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

The Mayor then declared the Motion carried.

B) Discussion of Draft General Orders, Gluckstadt Police Department

Chief Watts indicated that he provided the Draft General Orders to Attorney Todd Butler on the advice of Attorney Scanlon; therefore, this item is pending review and approval by Mr. Butler as he compares it to the employee handbook draft already created, to ensure they align. The Mayor requested that the Board review the document carefully over the next month and provide any feedback to the Police Chief or the City Clerk on any revisions or changes they would like to see to forward to Mr. Butler. The Chief requested that the Board table this for now, pending further instruction by Mr. Butler and he will bring it back before the Board at a later meeting.

No action taken.

C) Discussion and Adoption of Memorandum of Understanding, Madison County Board of Supervisors & Madison County Sheriff's Department; Surplus Vehicles & Assistance, Police Department

The Mayor requested that the Chief conduct some research on his immediate need for police vehicles and the City's options to receive free surplus vehicles from Madison County Sheriff's Department or to purchase vehicles. Chief Watts indicated that he has been in contact with Sheriff Randy Tucker and is awaiting a time to meet and inspect the surplus vehicles. The Chief requested that the Board table this for now, pending his inspection of the vehicles and he will bring it back before the Board at a later meeting. Additionally, the Mayor noted quotes provided for some brand-new vehicles on state contract brought by the Chief to show current vehicle options and availability; he requests the Board reviews the documentation carefully and he will bring them back for Board vote at the meeting in May, including the MOU for surplus vehicles (after having the chance to inspect the vehicles and determine availability).

No action taken.

D) Discussion and Approval of Contract/Letter of Agreement: Polygraph Examiner Wayne Brown

Mayor Morrison then asked Chief Watts to present for Board consideration a letter of agreement with Wayne Brown, polygraph examiner for conducting new hire screenings, standard in the hiring practices for most police departments. (Exhibit "M"). Additionally, the Chief intends to bring another letter of agreement to secure an additional polygraph examiner (due to limited availability) to the Board in May, alongside an agreement for a psychological evaluator. The Mayor requested a motion for the Board to allow him to execute the letter of agreement on behalf of the City Police Department to secure polygraph examiner Wayne Brown. Alderman Powell made a motion to approve the letter of agreement. 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.

E) General Update, Police Department Matters

Chief Watts provided a brief update to the Board on tasks accomplished and pending tasks for the Police Department since his hiring; including securing quotes and proofs for uniforms, body armor, badges, tasers, vehicles, outfitting police vehicles, in-car cameras, body-worn cameras, fingerprint machine system, virtual academy education for officers, radio requests through 911 funding (county), viewing public safety software, researching grants, etc. Additionally, he has created the general orders (pending) and organizational chart allowing for the hiring of eight (8) officers to serve on twelve (12) hours shifts, two (2) per shift. He advised the Board he is creating a job description for Police Officer and Sergeant to begin advertising for those positions in the local media; the Mayor agreed it was a good idea to start the hiring process for potential officers. Lastly, he updated the Board on potential partnerships with Madison County Sheriff's Department, City of Madison Police Department, and his communication with the Germantown school resource officer program; school resource is currently with Madison County Sheriff's Department, but Gluckstadt PD may want to work alongside MCSD or take it over in the future. The Mayor asked when Chief Watts would like the Board to vote on procurement of equipment. The Chief requested that the Board review all documentation and come prepared at the May meeting to approve purchase of these various items.

10. Public Comment

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

No action taken.

11. 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 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 then considered entering into Executive Session for the purpose of conducting an employment interview of a candidate brought forth by Chief Watts to the Board for the position of Assistant Chief of Police. A motion was made by Alderman Slay to enter into Executive Session

for the purpose of conducting an employment interview for the position of Assistant Police Chief. 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.

The board entered into an Executive Session. A public announcement was made that the Board had entered into Executive Session for transaction of business related to interviewing a candidate for Assistant Chief of Police and discussion of personnel matters.

In Executive Session, a motion was made by Alderman Slay to extend a conditional offer of employment (setting the salary at \$57,500, plus 100 percent coverage of individual health insurance benefits for employee only) to an individual candidate for Assistant Police Chief; additionally, the motion directed the Mayor, City Clerk and the Police Chief to provide an offer letter to the individual and note in the offer letter that the offer of employment was contingent upon successful passage of all background checks and drug testing, as required by the City and the Police Department. 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.

Within the Executive Session, a motion was made by Alderman Slay to leave Executive Session and re-enter Open Session. The motion was seconded by Alderman 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 Executive Session ended. A public announcement was made that the Board voted unanimously to extend a conditional offer of employment to an individual for the position of Assistant Chief of Police Chief at \$57,500, plus benefits.

12. Adjourn

There being no further business before the Board of Aldermen, Alderman Slay 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 7:38 p.m.

WITNESS MY SIGNATURE, this the 10 day of May 2022.



WALTER C. MORRISON, IV.,
MAYOR

ATTEST:



LINDSAY KELLUM,
CITY CLERK

[SEAL]

