

# AGENDA

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October 20, 2020

1. **ROLL CALL**

City Clerk Jane O'Neal  
City Attorney Manya Creel Bryan

Mayor Rossie Creel  
Alderman John Russell Miller, Jr.  
Alderman Anne G. Smith  
Alderman Kevin L. Tillman, Sr.  
Alderman Shirley Wiltshire

Police Chief Danny Collier  
Fire Chief Jason Bannister  
Public Works Superintendent Sam Hale  
Code Enforcement Officer Kolby Davis

2. **INVOCATION**

3. **PLEDGE OF ALLEGIANCE TO THE FLAG**

4. **MINUTES** - Approval of the Minutes from the regularly-scheduled meeting held on October 6, 2020.

5. **OFFICIAL RECAPITULATION OF OCTOBER 13, 2020, SPECIAL ELECTION RUNOFF** - Acknowledge the Official Recapitulation of the October 13, 2020, Special Election Runoff results, and authorize the official documents to be spread upon the Minutes.

6. **RESIGNATION OF DANIEL H. BROWN FROM POPLARVILLE PLANNING COMMISSION** - Accept the resignation of Daniel H. Brown from the Poplarville Planning Commission, effective October 15, 2020, as Mr. Brown was duly elected as Alderman At-Large on October 13, 2020.

7. **OATH OF OFFICE: ALDERMAN AT-LARGE DANIEL H. BROWN** – The Mayor will administer the Oath of Office to newly-elected Alderman At-Large Daniel H. Brown, henceforth to be referred to in the Minutes of the City of Poplarville, Mississippi, as Alderman Daniel H. Brown.

8. **REVIEW OF EMERGENCY DECLARATION** - Pursuant to Miss. Code Ann. Section 33-15-17, as amended, the Mayor and Board of Aldermen shall review its March 17, 2020, emergency declaration.

9. **CLAIMS DOCKET** - Approval of the Claims Docket in the amount of \$81,149.08.

10. **PAYROLL REPORT**: Approval of payroll expenditures in the amount of \$99,874.10 incurred during the month of September, 2020.

11. **ENGINEERING FIRM TO DISCUSS THE STREET PAVING PROJECT FUNDED BY THE GENERAL OBLIGATION BOND ISSUE** - The Walker Associates, PLLC, represented by Jason Lamb, Engineer, will update the Mayor and Board regarding the street paving project funded by the 2019 General Obligation Bond Issue, as well as the following two items:

11.1 **Payment to CEI Concrete Services, LLC** - Jason Lamb, Engineer with The Walker Associates, PLLC, has recommend that Purchase Order 15951/Invoice 1278 for \$10,135.25 be paid to CEI Concrete Services, LLC, for work completed near Main & Cumberland, adjacent to the First Baptist Church's Youth Center.

12. **CITY SQUARE PARK – PHASE III DEVELOPMENT BIDS**- The Mississippi Development Authority's Small Municipalities Limited Population Grant Program awarded the City a \$150,000 grant (SM-19-895) for the City Square Park - Phase III Development. Architect Christian Landry, representing Landry, Lewis, and Germany Architects, P.A, of Hattiesburg, Mississippi, is requesting approval/authorization to proceed with the lowest/best bid that was submitted to construct the pavilion.

## CITY DEPARTMENTS

13. **Public Works**

13.1 **Street Light Request: 136 Howard Heights Road** – Mr. Joseph Gardner has requested that a street light be installed near/adjacent to his residence at 136 Howard Heights Road.

14. **Code Enforcement**

15. **Fire Department**

15.1 **Travel Authorization** – Request authorization to send Hunter Averett to the Mississippi State Fire Academy (MSFA), Jackson, Mississippi, for the Candidate Physical Agility Test (CPAT), March 9, 2020. Lunch for the one day is being requested, as well as use of the training truck. The cost of the course is \$40.00. Reimbursement for authorized expenses will be at the rate set forth by the Mississippi State Department of Finance and Administration, Office of Purchasing.

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## 16. Police Department

- 16.1 **Mississippi Association of Chiefs of Police Certificate of Attendance** – Acknowledge receipt, and spread upon the official Minutes, Police Chief Daniel Collier’s Certificate of Attendance and completion of the twenty-hour course of executive Management Training for Police Chiefs during the 2020 Annual Conference held in Biloxi, Mississippi, September 29-October 2, 2020, in compliance with Mississippi Code 45-6-19.
- 16.2 **National Incident-Based Reporting System (NIBRS) Compliance** - Police Chief Daniel  
L. Collier will update the Mayor and Board of Aldermen on the Police Department’s progress regarding the National Incident-Based Reporting System (NIBRS) compliance as it relates to the Pearl River County E-911 System.
- 16.3 **Donation of 2009 Dodge Charger (VIN NUMBER 2B3KA43V89H567250) from City of Lucedale** – Accept the donation of a 2009 Dodge Charger (VIN NUMBER 2B3KA43V89H567250), mileage 251,807, from the City of Lucedale, and to accept the vehicle into the City’s inventory and to authorize the City Clerk to proceed to insure the Police cruiser.
- 16.4 **Donation of 2009 Dodge Charger (VIN NUMBER 2B3KA43VX9H567251) from City of Lucedale** – Accept the donation of a 2009 Dodge Charger (VIN NUMBER 2B3KA43VX9H567251), mileage 221,127, from the City of Lucedale, and to accept the vehicle into the City’s inventory and to authorize the City Clerk to proceed to insure the Police cruiser.

## 17. City Clerk

- 17.1 **Rescind Resignation of Municipal Court Clerk Jourdan Smith** – Rescind the October 6, 2020, Board Order accepting the resignation of Municipal Court Clerk, Jourdan Smith, effective Friday, November 6, 2020, at the end of the shift.
- 17.2 **Cancel Job Opening for Full-Time Municipal Court Clerk** - Request cancellation of the job opening for a full-time Municipal Court Clerk.
- 17.3 **Letter of Engagement Topp McWhorter Harvey, PLLC (TMH), Hattiesburg, Mississippi** – Request approval of the Letter of Engagement submitted by Topp McWhorter Harvey, PLLC (TMH), Hattiesburg, Mississippi, to serve as the Certified public accounting firm to perform auditing services for the City for the FYE September 30, 2020, and to authorize the Mayor to sign the official Letter of Engagement. The firm proposed an all-inclusive fee of \$37,500 to perform the audit of the City of Poplarville’s financial statements for the year ending September 30, 2020.
- 17.4 **2019-2020 Municipal Compliance Questionnaire** - Accept the Municipal Compliance Questionnaire for the FYE September 30, 2020, and to authorize the Mayor and City Clerk to execute the document, and for it to be spread upon the official Minutes.
- 17.5 **Final Amended Budget for FYE September 30, 2020** – Approve and authorize the final amended budget for the FYE September 30, 2020, to be spread upon the Minutes.
- 17.6 **Acknowledge Financial Reports** - Acknowledge receipt of the Revenue and Expenditures Report for the FYE September 30, 2020, submitted to the Board by the City Clerk.
- 17.7 **City Clerk Virtual Training Seminar** – Request authorization to participate in Mississippi State University’s, Extension Center for Governmental and Community Development, City Clerk virtual training seminar, October 28-30, 2020, at a cost of \$200.00.
- 17.8 **2020 Annual Report on Solid Waste Revenue and Expenses** - Miss. Code § 17-17-348 requires municipalities to publish detailed report of revenues and costs incurred in operating garbage or rubbish collection or disposal systems, and Miss. Code § 17-17-348 requires the City to audit the cost of solid waste service, and to inform users of the cost. The notice must be published at least once. The City Clerk requests authorization to publish the required report in *The Poplarville Democrat* on October 29, 2020, for fiscal year ending September 30, 2020.

## 18. EXECUTIVE SESSION – Potential Litigation

## AGENDA

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19. **ADJOURN** - Tuesday, November 3, 2020, at 5:00 p.m.