

AGENDA

September 7, 2021

1. **ROLL CALL:**

Mayor Louise Smith
City Clerk Jane O'Neal
City Attorney Gregory P. Holcomb

Alderman Daniel H. Brown
Alderman Bobby Nestle
Alderman Anne Gendusa Smith
Alderman Kevin L. Tillman, Sr.
Alderman Byron L. Wells

Police Chief Daniel L. Collier
Fire Chief Jason Bannister
Public Works Superintendent Sam Hale

2. **INVOCATION**

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

4. **ADOPTION OF THE AGENDA AS PRESENTED**

5. **MINUTES:** Approval of the Minutes from the regularly-scheduled meeting held on August 17, 2021.

6. **MINUTES:** Approval of the Minutes from the special-called meeting held on August 27, 2021.

7. **MINUTES:** Approval of the Minutes from the special-called meeting held on September 1, 2021.

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. The Governor's current Emergency Declaration was set to expire on August 15, 2021, but has been continued for an additional thirty days.

9. **CLAIMS DOCKET:** Approval of the Claims Docket in the amount of \$127,407.96.

10. **GLENWILD PROPERTY** – Mr. Justin D. Brooks, Executive Director of the Mississippi Regional Housing Authority, District 8, will discuss the Glenwild property located on Martin Luther King Drive.

11. **PROCLAMATION HONORING CONSTITUTION WEEK** – Virginia A. Mitchell, representing the Picayune Chapter of the Daughters of the American Revolution, has requested that a Proclamation be adopted in honor of Constitution Week, September 17-23, 2021.

12. **PEARL RIVER COUNTY EMERGENCY MANAGEMENT** - Danny Manley, Director of Pearl River County's Emergency Management operation, will provide a briefing on what transpired last week regarding Hurricane Ida, and will discuss future emergency plan options.

13. **CITY ATTORNEY'S REVIEW OF ORDINANCES** – The City Attorney is in the process of reviewing the language of **Ordinance 2021-05-04** *To Allow the Operation of Golf Carts and Low-Speed Vehicles on Certain Public Roads and Streets within the City*, and **Ordinance 2021-05-18** *Authorizing Exemption from Certain Municipal Ad Valorem Taxes on Certain New Structures and New Renovations of and Improvements to Existing Structures Lying within Designated Central Business Districts within the City of Poplarville, Mississippi*, and will report his findings at a later date. This item will be removed from the agenda.

14. **CABLESOUTH MEDIA III, LLC AGREEMENT**- On October 4, 2018, the City entered into an agreement with CableSouth Media III, LLC, d/b/a Media 3 to provide cable television service. The City Attorney is in the process of reviewing the current contract, and will report his findings at a later date. This item will be removed from the agenda.

15. **TRAVEL AUTHORIZATION** – Request authorization for Mayor and Aldermen to attend the CMO Elective Course, "Public Meetings – Complying with the Law", to be held October 13, 2021, at the Holiday Inn North, , 6553 US-49, Hattiesburg, Mississippi, and to authorize the registration fee of \$25.00/each, which includes dinner. Approval of mileage is requested for City officials desiring to attend. Allowable travel expenses will be reimbursed at the rate set forth by the Mississippi State Department of Finance and Administration, Office of Purchasing.

16. **CONTRACT FOR THE PURCHASE AND SALE OF REAL ESTATE** – Request authorization for the Mayor, City Clerk, and City Attorney to execute the *Contract for the Purchase and Sale of Real Estate* for the property located at 201 W. Cumberland Street, also known as the Mississippi Power Company building, and adjacent land, offered to the City by Mississippi Power Company, at a purchase price of \$125,000.00.

AGENDA

17. **PUBLIC HEARING ON THE PROPOSED 2021-2022 BUDGET AND TAX LEVY** –A Public Hearing will be conducted for the proposed Budget and Tax Levy for Fiscal Year Ending September 30, 2022, to begin at 6:00 p.m., as outlined in MCA § 21-35-5; 27-39-203.

DEPARTMENTAL REPORTS

18. Public Works Department

- 18.1 Superintendent Hale will provide an overview of recent work activity.
- 18.2 **Mississippi Department of Transportation Utility Permits for Neal Development** - Request authorization for The Walker Associates, PLLC, represented by Jason Lamb, Engineer, to prepare the required Mississippi Department of Transportation (MDOT) utility permits in order to provide water service connections to the proposed Neal Development along HWY 26. The costs associated with securing a utility permit, and construction activities to bore HWY 26, should be considered as part of the developer's responsibility.
- 18.3 **Hurricane Ida Debris Removal** – The Pearl River County Office of Emergency Services has reported that, after preliminary debris assessment, it appears that Pearl River County, and therefore, the City of Poplarville, will not qualify for debris removal assistance from the State and/or Federal Government. A discussion is needed to determine what procedures, fees, and policies the City may set in order to facilitate the removal of the debris.
- 18.4 **Travel Authorization** – On July 20, 2021, travel was authorized for Public Works Supervisor, Colton Kopszywa, to attend the Mississippi Rural Water Association's 2021 Water Certification Short Course, August 30, 2021 – September 2, 2021, at the Mississippi Trade Mart Building, 1207 Mississippi Street, Jackson, MS 39202. The date and location have been changed to September 27-30, 2021, at the Mississippi Rural Water Association's facilities located at 5400 Midway Road, Raymond, MS 39154. All other travel arrangements have been approved, and will remain the same.

19. Code Enforcement

20. Fire Department

- 20.1 Fire Chief Bannister will provide an overview of recent work activity.
- 20.2 **Interlocal Agreement with the Pearl River County Board of Supervisors Regarding Fire Protection for Landlocked Areas within the City** - On August 17, 2021, the Board of Aldermen authorized the Fire Chief to enter into an interlocal agreement with the Pearl River County Board of Supervisors regarding fire protection for landlocked areas within the City. (The City is awaiting the document for review, and final approval.)
- 20.3 **Job Opening** – Discussion regarding the job opening that exists within the Fire Department.

21. Police Department

- 21.1 **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.
- 21.2 **Marking of Publicly-Owned or Leased Police Vehicles** – The City Attorney will address the marking of publicly-owned or leased vehicles, as outlined in Mississippi Code § 25-1-87, as it pertains to the Police Department's fleet.
- 21.3 **Hire John Davis Herring as Part-Time Police Officer** – Request authorization to hire John Davis Herring as a part-time Police Officer, at the rate of \$13.00 per hour, effective September 13, 2021.
- 21.4 **Hire Casey Anne McInnis as Part-Time Police Officer** – Request authorization to hire Casey Anne McInnis as a part-time Police Officer, at the rate of \$13.00 per hour, effective September 13, 2021.

AGENDA

22. City Clerk

- 22.1 **Topp, McWhorter, and Harvey, PLLC Audit Letter of Engagement** - Engage the firm of Topp, McWhorter, and Harvey, PLLC (TMH), Hattiesburg, Mississippi as the Certified Public Accounting Firm to perform auditing services for the City for the year ending September 30, 2021, and to authorize the Mayor and City Clerk to execute the official Letter of Engagement and other audit-related documents. The firm has proposed an all-inclusive fee, not to exceed \$37,500, to perform the audit of the City of Poplarville's financial statements for the year ending September 30, 2021.
- 22.2 **Acknowledge Donation from Ms. Alma Castleberry** – Acknowledge a donation of \$200.00 from Ms. Alma Castleberry, to be split between the Police Auxiliary Fund and the Fire Auxiliary Fund.
- 22.3 **Adoption of COVID Protocols** - The City Attorney and the City Clerk are in the Process of developing COVID protocols for City personnel. and will present a draft document at a later date. This item will be removed from the agenda.
- 22.4 Request that the Board of Aldermen proceed to adopt the budget and levy, as presented, if there is no opposition and no changes to be made.
- 22.5 **Resolution Adopting the Tax Millage and Millage Breakdown for the Fiscal Year Ending September 30, 2022** – Resolution adopting the tax millage and millage breakdown for the Fiscal Year Ending September 30, 2022, and authorizing the City Clerk to publish the Certification of the Tax Levy one time within 10 (ten) days after adoption, according to MCA § 21-33-47, and to certify to the Mississippi State Tax Commission, the Pearl River County Tax Collector, the Pearl River Chancery Clerk, and the Mississippi State Auditor, according to MCA § 21-33-45.
- 22.6 **Resolution Adopting the Final Budget for the Fiscal Year Ending September 30, 2022** – Resolution Adopting the Final Budget for the Fiscal Year Ending September 30, 2022, and authorization for the City Clerk to publish a summary of the adopted budget as outlined in MCA § 21-35-5.
- 22.7 **Rescind August 17, 2021 Board Order to Set Special-Called Meeting for September 15, 2021, to Adopt the Final 2021-2022 Budget and Tax Levy and Publish** - Request that the Board of Aldermen rescind the previous Board Order to set a Special-Called Meeting for September 15, 2021, to Adopt the Budget and Tax Levy for the year ending September 30, 2022.

- 23. **EVENT REQUEST: POPLARVILLE HIGH SCHOOL HOMECOMING PEP RALLY** – Poplarville High School requests authorization to conduct a Homecoming Pep Rally, September 16, 2021, from 3:00 p.m. to 7:00 p.m., at the Town Green/City Square Park, and is requesting that security be provided by the Police Department for the event.

24. **ACKNOWLEDGE DEPARTMENTAL REPORTS**

25. **FLOOR OPENS FOR PUBLIC INPUT/COMMENTS**

- 26. **EXECUTIVE SESSION** – Potential Litigation, and Personnel Matters, if needed.

- 27. **ADJOURN:** September 21, 2021, at 5:00 p.m.