

AGENDA

September 21, 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
Code Enforcement Officer Kolby Davis

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 September 7, 2021.

6. **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 until September 30, 2021.

7. **CLAIMS DOCKET:** Approval of the Claims Docket in the amount of \$77,966.50.

8. **CLOSING COSTS AND FINAL TRANSACTIONS FOR THE PURCHASE OF MISSISSIPPI POWER COMPANY BUILDING AND ADJACENT LAND**– Request authorization for the Mayor, City Clerk, and City Attorney to execute the final closing documents 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, and to wire \$125,000.00 to Mississippi Power Company on or before September 30, 2021, and to pay Williams, Williams, and Montgomery, PA. for performing the title exam, for the title insurance, and any other costs associated with the closing process.

DEPARTMENTAL REPORTS

9. **Public Works Department**

9.1 Superintendent Hale will provide an overview of recent work activity.

9.2 **Projects to be Considered** - The Walker Associates, PLLC, represented by Jason Lamb, Engineer, previously discussed the projects below, and further discussion is needed regarding setting priorities for street maintenance as it relates to planning and funding. Set priorities for the following projects:

- North Main Street -- Sewer Trench Failure
- North Jackson Street -- Failed Culvert Requiring Replacement
- W. North Street -- Failed Sidewalk at Box Culvert
- Asphalt Paving and Maintenance (City-wide)
- Automated Meter Readers (All connections)
- Water System Improvements - HWY 26 West
- Water System Improvements -- Buck Kirkland at HWY 53
- Water System Improvements -- Old Wiggins HWY

9.3 **Mississippi Department of Transportation Utility Permits for Neal Development** – Engage 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 housing development (Mr. Glenn Neal, Developer) at #480 - #494 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.

9.3.1 **Developer's Cashier's Check** - Request a cashier's check (as well as any other items recommended by Board) in the amount of \$18,810 to be paid by the developer currently constructing homes at #480 - #494 HWY 26, to be deposited into the Water Fund.

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9.3.2 **Mississippi Department of Transportation Utility Permit** - Authorize the Mayor, City Clerk, and City Attorney to execute the Mississippi Department of Transportation (MDOT) utility permit for work associated with the utility permit for installation of borings for water service lines to serve new homes being constructed at #480 - #494 HWY 26.

9.3.3 **Consideration of Boring Quotes and Other Costs**- Two quotes were sought from contractors, and the following is the summary of project costs:

Quotes

ABC Utility Company	\$12,660.00
JCL Enterprises, LLC	\$15,297.30

Other Costs

Engineering Costs for MDOT Permit	\$3,000.00
Meter Taps -3/4" Diameter	\$3,150.00
(Normal City Fee of \$525 per connection -- 6 total)	

9.3.4 **Engineer's Review of Utility Permits** - Engage The Walker Associates, PLLC, represented by Jason Lamb, Engineer, to review all utility permits occurring on City Rights-of Way.

9.4 **Mississippi Emergency Management Agency** - Mississippi Emergency Management Agency (MEMA) Branch Director, Mr. Boyce Smith, has contacted the City in order to determine the type(s) of damages received during Hurricane IDA.

9.5 **Debris Consolidation by Sambo Dozier Service**– Consider engaging Sambo Dozier Service, owned by Sambo Gentry, to assist with debris consolidation at the old City landfill/dump, at a cost not to exceed \$1,500.00.

9.6 **Retirement and Resignation of Oscar Bolton** – Acknowledge the retirement, and subsequent resignation of Oscar Bolton from the position of Operator in the Public Works Department, effective October 21, 2021. He has been employed by the City since October 21, 2013.

9.7 **Authorize Job Posting for Operator - Streets**- Request authorization to accept in-house candidate applications for an Operator - Streets, as stated in the City's Personnel Policies and Procedures Handbook, which outlines the procedure whereas, "*The City Clerk will distribute to all City departments copies of the job announcement for posting for a minimum of three working days.*" The rate of pay will not exceed \$13.92 per hour. If no qualified candidate is identified internally, then the job announcement will be advertised externally.

10. Code Enforcement

11. Fire Department

11.1 Fire Chief Bannister will provide an overview of recent work activity.

11.2 **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.)

11.3 **Remove Bandy Phillip from the Fire Department's Part-Time Roster** - Accept the resignation of part-time firefighter Brandy Phillips, and remove her name from the Part-time Roster, effective immediately.

11.4 **Remove Camron Ladner from the Fire Department's Part-Time Roster** - Accept the resignation of part-time firefighter Camron Ladner, and remove his name from the Part-time Roster, effective immediately.

11.5 **Add Robert Grady Holder to the Fire Department's Part-Time Roster** – Add Robert "Grady" Holder to the Fire Department's Part-Time Roster, at a rate of \$10.00 per hour, effective September 27, 2021.

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- 11.6 **Add Emmett Cutchall to the Fire Department's Volunteer Firefighter Roster** - Add Emmett Cutchall to the Fire Department's Volunteer Firefighter Roster, effective immediately.
 - 11.7 **Promote Michael Diedrich from Part-time Firefighter to Full-time Firefighter** - Promote Michael Diedrich from part-time Firefighter to full-time Firefighter, at a rate of \$11.02 per hour, effective September 27, 2021.
 - 11.8 **Promote Jason Mitchell from Full-time Firefighter to Deputy Fire Chief** - Promote Jason Mitchell from full-time Firefighter to the exempt position of Deputy Fire Chief, at a pay rate of \$13.87 per hour, which equates to an annual salary of \$38,225.72, effective , September 27, 2021.
12. **Police Department**
- 12.1 **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.
 - 12.2 **Post-Approval Travel Authorization** – Request post-approval of Police Officer Shawn Vincent's participation in a "Full Refresher Course 2021-3", conducted by the Harrison County Law Enforcement Training Academy. Post-approval of invoice # 21-038 = \$1,500.00 is requested. All allowable expenses will be reimbursed at the rate set forth by the Mississippi State Department of Finance and Administration, Office of Purchasing.
13. **City Clerk**
- 13.1 **Acknowledge Financial Report** - Acknowledge receipt of the Revenue and Expenditures Report for the month of August, 2021, as submitted by the City Clerk.
 - 13.2 **Privilege License Register** - Approve the Privilege License Register for the month of August, 2021.
 - 13.3 **Payroll Report** - Approve payroll expenditures of \$101,273.54 for the month of August, 2021.
 - 13.4 **Set Special Meeting** – Request that a Special Meeting to be set for Thursday, September 30, 2021, at 6:00 p.m., for the purpose of approving a year-end Claims Docket, and other year-end business transactions. A Special Meeting Notice will be issued prior to the meeting with the details of business to be conducted.
 - 13.5 **Resignation of Kaycee White** – Accept the resignation of Deputy Clerk Kaycee White, effective at the close of business on September 23, 2021. (To be discussed during Executive Session.)
 - 13.6 **Authorize Job Posting for Deputy Clerk** – Request authorization to accept in-house and external candidate applications for the position of Deputy Clerk, as stated in the City's Personnel Policies and Procedures Handbook, which outlines the procedure whereas, "*The City Clerk will distribute to all City departments copies of the job announcement for posting for a minimum of three working days.*" The rate of pay will not exceed \$12.72 per hour. If no qualified candidate is identified internally, then the job announcement will be advertised externally. (To be discussed during Executive Session.)
14. **EVENT REQUEST: POPLARVILLE CHAMBER OF COMMERCE: PUMPKIN PATCH** - The Poplarville Chamber of Commerce has requested approval for a "Pumpkin Patch" event on October 9, 2021, from 9:00 a.m. – 3:00 p.m. at the Town Green/City Square Park. Children will purchase and decorate pumpkins on-site.
15. **EVENT REQUEST: POPLARVILLE CHAMBER OF COMMERCE: WITCHES RIDE** - The Poplarville Chamber of Commerce has requested approval for a "Witches Ride" event on October 30, 2021, from 4:00 p.m. – 5:00 p.m.
16. **EVENT REQUEST – POPLARVILLE CHAMBER OF COMMERCE: MERCHANTS TRICK OF TREAT** - The Poplarville Chamber of Commerce, has requested authorization for the event, "Trick – or- Treating with Merchants on Main", to be held at Main Street/Town Green on October 29, 2021, from 3:00 p.m.-5:00 p.m. Street barricades have been requested.

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17. **HALLOWEEN CURFEW** - Set Halloween curfew for door-to door trick-or-treating.
18. **ACKNOWLEDGE DEPARTMENTAL REPORTS**
19. **FLOOR OPENS FOR PUBLIC INPUT/COMMENTS**
20. **EXECUTIVE SESSION** – Potential Litigation, and Personnel Matters.
21. **ADJOURN**: October 5, 2021, at 5:00 p.m.