MAYOR AND BOARD OF ALDERMEN OF THE
CITY OF RICHLAND, MISSISSIPPI
JULY 1, 2025
6:00 O'CLOCK P.M.

Swearing in of Mayor and Board

Call to Order

Prayer

Approve Consent Agenda: #1 - #9

Reappoint the following Officers for the same compensation and on the same terms and conditions:

Karen Jackson, City Clerk
Adrian Ready, Chief of Police
Trey Porch, Fire Chief
Chris Snow, Fire Marshall
Melissa Lovorn, Municipal Court Clerk
Richard Redfern, Municipal Judge
Robert Lingold, City Prosecutor
Greg Hemphill, City Public Defender

Adopt Order rehiring all employees for the same compensation and on the same terms and conditions

Reappoint the following Department Heads responsible for each Budgeted Department:

Jason Sutphin, Public Works Director
Matt Hopkins, Parks and Recreation Director
Shea Thames, Senior Services Director

Reappoint Hanna Goodman as the Purchasing Agent for the City of Richland pursuant to MS Code Ann. §31-7-13(b)

Reappoint Dena Sheppard as the Human Resource Officer and Payroll Clerk authorized to certify and process Military Leave, Jury Duty Leave, FMLA, etc.

Authorize the following Department Head/Officers to control the budget pursuant to MS Code Ann. §21-35-17, certify travel to the Clerk's Office, certify claims to the Purchasing Agent, and certify payroll hours, leave, and overtime/compensatory time, to the Payroll Clerk, for each of their respective Departments:

Karen Jackson, City Clerk
Adrian Ready, Chief of Police
Trey Porch, Fire Chief
Melissa Lovorn, Municipal Court Clerk
Jason Sutphin, Public Works Director
Matt Hopkins, Parks and Recreation Director
Shea Thames, Senior Services Director

Authorize the Mayor to make Emergency Purchases pursuant to MS Code Ann. §31-7-13(k)

Select Mayor Pro Tempore pursuant to MS Code Ann. §21-3-13

Renew all service contracts currently in effect for the same compensation and on the same terms and conditions

Reapproval of Engineering Service as City Engineers

Reapproval of Parker Berry; Butler, Snow LLP as City Attorney

Reapproval of Lyle, Walker & Company as City Auditor

Reappoint members, Sandra Ray, David Crosby, Josh Boyd, Jack Wood, and Brent Cobb, of the Planning Committee for the remainder of term ending September 2026

Reauthorize all pending travel approved by the previous Board

Reapprove current Employee Handbook, Vehicle Policy, Travel and Training Policy, and Inclement Weather Policy

Adopt Order Authorizing Take Home Use of Vehicles

Approve the following bonds as required by Miss Code Ann §25-1-19:

- Mayor and all Board Members – $100,000.00 each
- All officers and employees handling money - $50,000.00 each
- City Clerk - $50,000.00
- Deputy City & Court Clerks - $50,000.00 each
- Chief of Police - $50,000.00
- Assistant Police Chiefs and Dispatchers - $50,000 each
- Fire Chief and Assistant Fire Chief - $50,000 each

Reauthorize the following Petty Cash funds and designation of employees who oversee them:

$500.00 City Hall – Sandra Yates
$500.00 Senior Services – Shea Thames
$500.00 Fire Department – Trey Porch
$500.00 Police Department – Allison McDonald
$1,000.00 Police Dept. Emergency Travel - Allison McDonald
$3,000.00 Police FLEX Evidence Fund – Coty Hamilton
$1,000.00 Police CID – John King

Reauthorize the following Cash Drawers and designation of employees who oversee them:

$200.00 Court Services – Melissa Lovorn
$100.00 Community Center – Kristina Jordan
$300.00 Parks & Recreation – Matt Hopkins
$100.00 Planning & Permits – Harold Johnson
$200.00 Water Department – Andrea Shannon
$200.00 Water Department – Sharon Holmes

Appoint Glen Thomas, Lori Shows, and Tammy Hawthorne, as Election Commissioners for the 2025-2029 term

Authorize continuation of support for the Center for Violence Prevention in the amount of $100.00 monthly, and Star Women's Club in the amount of $300.00 monthly pursuant to MS Cod Ann. §21-19-65

Adopt Resolution Appointing MML 2025 Voting Delegates for the City of Richland

Approve 4-year contract with Johnson Controls for the Fire Alarm response and maintenance in the amount of $2,194.84. per year and authorize Mayor to sign same

Extend the Contract for Technology Services between the City of Richland and CMPDD at annual cost of $660.00

Approve auto-renew contract between the City of Richland and nCourt to allow Court Fines to be collected online

Engineering Service:

- Approve Change Order No. 1 in the amount of $2,700.00 to Suncoast Infrastructure for work performed on the Bullock Forrest Storm Sewer, Phase 3 Project. This change order is commercially reasonable, necessary to serve the governing authority, and not made to circumvent procurement laws.
- Approve Pay Request No. 1 (Final) in the amount of $441,500.00 to Suncoast Infrastructure for work performed on the Bullock Forrest Storm Sewer, Phase 3 Project, contingent upon site restoration being completed to its preconstruction condition.

Approve the 2025 Rankin County Unit System Semi-Annual Joint Asphalt Bid through the existing Interlocal Agreement for a 6-month term from July 1, 2025, through December 31, 2025

Approve the hire of a maintenance worker for the Water Department at Level 1/Step 1 effective July 2, 2025, contingent upon passage of drug screening

Approve NewEdge Services, LLC in the amount of $5,400.00, to upgrade the Cityworks Workorder Program and train all Public Works employees on the upgrade

Two quotes received for the removal of 9 trees on City's lot in Plainview:
A&B Tree Service - $6,800.00
Couch Tree Service LLC - $5,750.00

Approve hire of the Senior Services Activities Coordinator at Level 5/Step 25, effective July 9, 2025, contingent upon the passage of drug screening

Consider placing a half-page ad in the Hometown Rankin magazine for the Back-to-School Issue at the cost of $525.00 pursuant to MS Code Ann, §17-3-1

Approve payment of Final Inv. No. 12227, from Waggoner Engineering for work done, per contract approved January 3, 2023, in the amount of $27,657.40, out of 100-301-600; Highway 49 Pedestrian Bridge Fund utilizing funds received from the Department of Finance and Administration pursuant to HB1353

Executive Session – Potential Litigation and Personnel Issue in Street Department

Adjourn

CONSENT AGENDA
THE CITY OF RICHLAND, MISSISSIPPI
JULY 1, 2025
6:00 O'CLOCK P.M.

Item # 1 – Approve Minutes dated June 17, 2025

Item # 2 – Approve Claims Docket - $1,513,467.79 Total
Docket of Paid Claims #37143 - #37162 - $1,267,709.35
Docket of Unpaid Claims #37163 - #37325 - $245,758.44

Item # 3 – Approve Water Refund Check Register - $4,560.00

Item # 4 – Approve payment to MS Department of Revenue for $
for Sales Tax collected from the Water Department

Item # 5 - Approve payments for the monthly health insurance premiums:
Blue Cross Blue Shield: $87,148.96 electronic
Morgan White Group: $15,047.65 paper check

Item # 6 – Approve Payroll:
June 27, 2025 - $349,755.99
Paper Check #76113 - 76135
Direct Dep. Check #525815 - 525955

June 30, 2025 - $106,588.06
Paper Check #76136 - 76142
Direct Dep. Check #525956 - 525966

Item # 7 – M.U.T.:
Approve payment of Invoice No. 73733, in the amount of $1,225.88, Invoice No. 73734, in the amount of $5,085.00 and Invoice No. 73729, in the amount of $1,580.00, out of the 2023 M.U.T. Bond Debt Fund to Engineering Service for work completed, as approved in the Engineering Agreement on November 7, 2023, for the 2023 Street Improvement Project

Item # 8 - Refunds:
- Shonda Sessoms - $150.00 - Rose Camilla Room Refund
- Dy'Shawne Evans - $150.00 - Rose Camilla Room Refund
- John Sullivan - $251.00 -Variance Request at 921 Old Hwy 49 – fee waived by Board June 17, 2025

Item # 9 - Travel/Meetings:
Olivia Gilmore and Amy Wilson to attend Officer-involved Shooting & Critical Incidents Class in Pearl, MS on July 14-15, 2025. Registration is $300.00 each. Will need use of City Vehicle.