

**MINUTES OF THE SPECIAL CALL MEETING
OF THE MAYOR AND BOARD OF ALDERMEN
OF THE CITY OF STARKVILLE, MISSISSIPPI
APRIL 6, 2021 AT 4:30 P.M.**

Be it remembered that the Mayor and Board of Aldermen met in a Special Call Meeting on April 6, 2021 at 4:30 p.m. in the Municipal Courtroom of City Hall, located at 110 West Main Street, Starkville, MS. Present were Mayor Lynn Spruill, Aldermen Sandra Sistrunk, Jason Walker, Hamp Beatty, Roy A'. Perkins and Henry Vaughn, Sr. as well as City Attorney Chris Latimer and City Clerk / CFO Lesa Hardin. Alderman Ben Carver attended telephonically.

The meeting was properly noticed pursuant to Miss. Code Ann §§21-3-21 and 25-41-13 and a copy of that notice is included in the minutes. The public and media were welcomed and attended.

**NOTICE OF SPECIAL CALL MEETING OF THE MAYOR AND BOARD OF ALDERMEN OF
THE CITY OF STARKVILLE
TUESDAY, APRIL 6, 2021 AT 4:30 P.M.**

IN ACCORDANCE WITH THE PROVISIONS OF SECTION 21-3-21 OF THE MISSISSIPPI CODE OF
1972, AS AMENDED, MAYOR D. LYNN SPRUILL DOES HEREBY GIVE NOTICE OF A SPECIAL CALL
MEETING OF THE MAYOR AND BOARD OF ALDERMEN OF THE CITY OF STARKVILLE TO BE
HELD IN THE MUNICIPAL COURT ROOM OF STARKVILLE CITY HALL,
110 WEST MAIN STREET
ON TUESDAY, APRIL 6, 2021 AT 4:30 P.M.,
STARKVILLE, MISSISSIPPI 39759.

The Press and Public were invited to attend or view via Facebook Live or on the City website
www.cityofstarkville.org
in that limited space will be available due to social distancing.

The specific subject of the meeting is as follows:

**Executive Session related to Personnel
and
Pending Litigation**

Mayor Lynn Spruill asked the City Clerk to call roll of the Aldermen.

Alderman Ben Carver	Present
Alderman Sandra Sistrunk	Present
Alderman David Little	Absent
Alderman Jason Walker	Present
Alderman Hamp Beatty	Present
Alderman Roy A'. Perkins	Present
Alderman Henry Vaughn, Sr.	Present

After determining there was a quorum, Mayor Lynn Spruill called the meeting to order.

1. A MOTION TO ENTER INTO A CLOSED SESSION TO DETERMINE IF THERE IS PROPER CAUSE FOR EXECUTIVE SESSION.

There came for consideration the matter of entering a closed session to determine if there is a proper cause for executive session. Upon the motion of Alderman Vaughn, seconded by Alderman Sistrunk, to enter into a Closed Session to determine if there is proper cause for Executive Session, the Board voted as follows:

Alderman Ben Carver	Voted: Yea
Alderman Sandra Sistrunk	Voted: Yea
Alderman David Little	Voted: Absent
Alderman Jason Walker	Voted: Yea
Alderman Hamp Beatty	Voted: Yea
Alderman Roy A'. Perkins	Voted: Yea
Alderman Henry Vaughn, Sr.	Voted: Yea

Having received a majority affirmative vote, the Mayor declared the motion passed. The Board entered closed session.

2. A MOTION TO ENTER EXECUTIVE SESSION.

Alderman Vaughn offered a motion to enter Executive Session for the purposes of discussion of the job performance of the City's Human Resource Director and Community Development Administrator, discuss the job performance of a member of the Starkville Police Department and discuss the pending litigation of Starkville vs Woodall Estates Investment Partnership. Following a second by Alderman Sistrunk, the Board voted as follows to enter Executive Session:

Alderman Ben Carver	Voted: Yea
Alderman Sandra Sistrunk	Voted: Yea
Alderman David Little	Voted: Absent
Alderman Jason Walker	Voted: Yea
Alderman Hamp Beatty	Voted: Yea
Alderman Roy A'. Perkins	Voted: Yea
Alderman Henry Vaughn, Sr.	Voted: Yea

Having received a majority affirmative vote, the Mayor declared the motion passed.

The Mayor invited the public back in, and after allowing the public time to enter the room, made the announcement of the Board's decision to enter into Executive Session for the purposes of discussion of the job performance of the City's Human Resource Director and Community Development Administrator, discuss the job performance of a member of the Starkville Police Department and discuss the pending litigation of Starkville vs Woodall Estates Investment Partnership. At this time, the Board entered Executive Session.

3. CONSIDERATION OF A MOTION TO RETURN TO OPEN SESSION.

Alderman Vaughn offered a motion to return to open session. Alderman Beatty seconded the motion and the Board voted as follows to return to open session:

Alderman Ben Carver	Voted: Yea
Alderman Sandra Sistrunk	Voted: Yea
Alderman David Little	Voted: Absent
Alderman Jason Walker	Voted: Yea
Alderman Hamp Beatty	Voted: Yea
Alderman Roy A'. Perkins	Voted: Yea
Alderman Henry Vaughn, Sr.	Voted: Yea

Having received a majority affirmative vote, the Mayor declared the motion passed.

The Mayor invited the public back in and then announced that the Board had taken action in Executive Session.

4. CONSIDERATION OF THE SETTLEMENT OF WOODDALE ESTATES INVESTMENT PARTNERSHIP EMINENT DOMAIN CASE.

Alderman Beatty offered a motion to approve payment to Wooddale Estates Investment Partnership in the amount of \$2,500 for a twenty-foot-wide temporary construction easement and ten-foot-wide permanent maintenance easement located on Lot 1, Rolling Hills Subdivision, Part 1, as a reasonable and prudent settlement under Miss. Code Ann. § 43-3-37(c)(ii), to facilitate the construction of the Garrard Road sidewalk and bus stop project without the delay, risk, and additional costs associated with eminent domain. Alderman Vaughn seconded the motion and the Board voted as follows:

Alderman Ben Carver	Voted: Yea
Alderman Sandra Sistrunk	Voted: Yea
Alderman David Little	Voted: Absent
Alderman Jason Walker	Voted: Yea
Alderman Hamp Beatty	Voted: Yea
Alderman Roy A'. Perkins	Voted: Yea
Alderman Henry Vaughn, Sr.	Voted: Yea

Having received a majority affirmative vote, the Mayor declared the motion passed.

5. CONSIDERATION OF A MOTION TO SUSPEND A POLICE OFFICER.

Alderman Sistrunk offered a motion approving Starkville Police Chief Mark Ballard's recommendation to suspend Lieutenant Bill Lott without pay for 14 days with said suspension to be revisited by the Board of Aldermen during its recess meeting on April 20, 2021. Alderman Perkins seconded the motion and the Board voted as follows:

Alderman Ben Carver	Voted: Nay
Alderman Sandra Sistrunk	Voted: Yea
Alderman David Little	Voted: Absent
Alderman Jason Walker	Voted: Yea
Alderman Hamp Beatty	Voted: Yea
Alderman Roy A'. Perkins	Voted: Yea
Alderman Henry Vaughn, Sr.	Voted: Yea

Having received a majority affirmative vote, the Mayor declared the motion passed.

6. CONSIDERATION OF CHIEF OPERATING OFFICER / HUMAN RESOURCES DIRECTOR.

Alderman Beatty offered a motion to reclassify Navarette Ashford as the Chief Operating Officer / Human Resources Director for the City of Starkville, consistent with the COO/HR job description presented, at an annual salary of \$94,000, effective April 9, the beginning of a new pay period. Alderman Perkins seconded the motion and the Board voted as follows:

Alderman Ben Carver	Voted: Nay
Alderman Sandra Sistrunk	Voted: Yea
Alderman David Little	Voted: Absent
Alderman Jason Walker	Voted: Yea
Alderman Hamp Beatty	Voted: Yea
Alderman Roy A'. Perkins	Voted: Yea
Alderman Henry Vaughn, Sr.	Voted: Yea

Having received a majority affirmative vote, the Mayor declared the motion passed.

CITY OF STARKVILLE JOB DESCRIPTION

Title: Chief Operating Officer/HR Director
Reports to: Mayor
Date Prepared: 03/03/2021

Department: Mayor's Office
Classification: Non -Exempt
Approved by Board: _____

GENERAL POSITION SUMMARY:

This is administrative and technical work in Operations and directing the City's Human Resources Department. Work involves providing complex, analytical assistance and support in the resolution of operations, including the day to day operations of the city; oversees and evaluates the effectiveness of city services; investigates and analyzes issues and opportunities; and formulates strategies. Work also involves planning and implementing a comprehensive Human Resources Program including recruitment, training, management development, classification and pay, employee relations, employee assistance programs, safety programs, and benefit design functions. Finally, participates in the development of City goals, objectives, policies and priorities; and assists in achieving strategic goals of the Mayor and Board of Aldermen.

ESSENTIAL JOB FUNCTIONS:

- Provides assistance and support to the Mayor in the day-to-day operations of City departments; oversees and evaluates the effectiveness of operations and coordinates and administers special projects as assigned.
- Oversees and manages the activities of the Human Resources Department.
- Supervises the work of personnel engaged in recruitment, training, management development, classification and pay, employee relations, and benefit design functions. Participates in the interview and selection process of new employees; reassignment and promotions according to established guidelines.
- Interprets new policies, procedures and regulations with the assistance of legal counsel; and recommends or amended programs.
- Confers with department heads, division managers, members of professional staff, consultants, and other officials concerning the administrative needs and requirements related to programs or projects.
- Develops training and education strategies to improve the overall performance of the employee group; works with employees to correct deficiencies; plans, coordinates and arranges for appropriate training of subordinates; documents corrective action and applies City policy, as needed.
- Provides leadership to teams of managers in developing internal and external policies.
- Ensures timely resolution of operational issues; anticipates potential crises and act to prevent their occurrence or reduce impact.
- Models and fosters the City's core values by establishing and nurturing a work environment that will promote and maintain a high level of morale and productivity.
- Provides continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality customer service.
- Provides consultation and recommendation to the Mayor; Assists in developing and implementing the City's personnel budget.
- Perform other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Applicable Federal, State and local laws, rules, codes and regulations related to assigned activities.
- Principles and practices of public administration, operations, services and activities of a local government.
- Concepts of administrative relationships within the City.

- Principles and practices of budget development and administration.
- Administrative principles and practices, including program development, implementation, and evaluation, project management, and supervision of staff, either directly or through subordinate levels of supervision.

Skills and Ability to:

- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibility.
- Handle multiple tasks simultaneously with frequent interruptions.
- Communicate clearly and concisely orally and in writing.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Establish, maintain and foster positive and effective working relationships with those contacted in the course of work.
- Follow Department and City policies and procedures operating with minimum supervision.

EDUCATION AND/OR EXPERIENCE REQUIRED:

- Bachelor's degree in Business Administration or related field from an accredited college.
- Equivalent combination of education and experience that would provide the necessary knowledge, skills and abilities to successfully perform the essential functions of the job.

PREFEERED:

- Master's degree in Business Administration or Public Policy or related field from an accredited college.
- Five (5) years of increasingly responsible municipal administration experience including three (3) years of supervisory or management experience.

LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS:

- Must possess a valid Mississippi Driver's License and acceptable MVR.

WORKING ENVIRONMENT AND PHYSICAL DEMANDS:

The work is generally performed within an office environment. Requires the ability to sit, stand, walk, see, and effectively communicate with others for extended periods of time. Must be able to handle multiple tasks or projects simultaneously, work with numerous interruptions, and adjust to changing priorities. Must demonstrate good use of judgment and demonstrate the ability to properly deal with confidential matters. Must use good interpersonal skills.

7. CONSIDERATION OF THE REVISION TO THE JOB DESCRIPTION OF THE COMMUNITY DEVELOPMENT ADMINISTRATOR POSITION.

Alderman Beatty offered a motion to approve the proposed revision to the job description of the Community Development Administrator position in the Community Development Department, as presented, and adjust the salary of that position to \$43,000 annually, effective April 9, the beginning of a new pay period. Alderman Perkins seconded the motion and the Board voted as follows:

Alderman Ben Carver Voted: Nay
Alderman Sandra Sistrunk Voted: Yea
Alderman David Little Voted: Absent
Alderman Jason Walker Voted: Yea
Alderman Hamp Beatty Voted: Yea
Alderman Roy A'. Perkins Voted: Yea
Alderman Henry Vaughn, Sr. Voted: Yea

Having received a majority affirmative vote, the Mayor declared the motion passed.

CITY OF STARKVILLE JOB DESCRIPTION

Title: Community Development Administrator	Department: Community Development
Reports to: Director	Classification:
Date Prepared: March 15, 2021	Approved by Board: _____

GENERAL POSITION SUMMARY:

This position is responsible for supporting and assisting the Director and other staff as directed by performing a wide variety of professional, administrative and technical duties related to community development. Work involves assisting with data collection, organization, and other special projects as directed. However, the position is intertwined in all aspects of the Engineering, Utilities & Community Development Department.

ESSENTIAL JOB FUNCTIONS:

- Plan, organize and coordinate the programs and activities of the Community Development Department.
- Assist in the development and implementation of department procedure and the establishment of goals and objectives.
- Coordinates community development activities with various citizen committees; identifies and documents community development needs, plans, projects or strategies to address those needs, and effectively utilizes the talents of other staff and available local resources for successful project implementation and control.
- Provide general administrative and technical support to the Director, Engineering, Planning, Building Inspectors, Building Official, and Code Enforcement Officers.
- Provide guidance to contractors and developers concerning the Unified Development Code, City Ordinances and State Law.
- Responds to public and internal inquiries relating to programs and code enforcement activity, provides information, explains policies and procedures, resolves routine complaints, or refers questions to appropriate staff regarding economic and community development-related areas.
- Review complex plans with agencies or organizations to coordinate service delivery, analyzes policy gaps, and proposes new directions and action plans to produce an improved review.
- Coordinate and maintain City licensing requirements for use of the rights-of-way and franchise utility agreements and related information and provide summary information on these licenses and agreements as needed.
- Monitor the status and accuracy of usage fees and franchise payments to the City. Act as the City's primary contact for companies using the rights-of-way for all purposes other than construction permits. Document and monitor utility right-of-way activities; research and develop recommendations supporting the most coordinated and efficient utility company public rights-of-way use.
- Oversee floodplain development as it relates to the National Flood Insurance Program (NFIP).
- Assist with the preparation of reports, a compilation of records, document creation, and correspondence.
- Develop and maintain city resources such as GIS Mapping, permitting software and digital records.
- Responsible for the accurate response to FOIA requests concerning development within the city.
- Research grant opportunities; oversee proposal and grant application processes.
- Perform other duties as assigned or directed.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Community development and local government principles, practices, methods and techniques
- Basic grant writing and administration.
- Building related codes and ordinances enforced by the City, including the International Code Council (ICC) building, electrical, plumbing, and mechanical codes.
- Planning, zoning, and development principles and practices.
- Applicable Federal, State and local laws, rules, codes and regulations related to building codes.
- Building construction terminology. Basic cost accounting and preparation of invoice type documents.
- Modern office procedures, methods, computer equipment and related software applications.

Skills and Ability to:

- Microsoft Excel, Word, and Access and ability to learn new technology systems very quickly and efficiently.
- Handle multiple tasks simultaneously with frequent interruptions.
- Communicate clearly and concisely orally and in writing.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibility.
- Handle multiple tasks simultaneously with frequent interruptions.
- Communicate clearly and concisely orally and in writing.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Maintain effective working relationships with superiors, city officials, city department heads and division managers, officials of governmental agencies, and the general public.
- Follow Department and City policies and procedures operating with minimum supervision.

EDUCATION AND/OR EXPERIENCE REQUIRED:

- Bachelor's degree or a minimum of two years college training in a Public Administration, Urban Studies, Planning, and Business or similar related field. A combination of equivalent education and experience likely to provide the required knowledge, skills and abilities may be considered.

PREFERRED QUALIFICATIONS AND EXPERIENCE:

- A combination of training and experience working with grant funding will be considered.

LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS:

- Must possess a valid Mississippi Driver's License and acceptable MVR.
- Must be willing to obtain ICC Permit Technician Certification.
- Must be willing to undergo training for the FEMA Flood Management Certification.

WORKING ENVIRONMENT AND PHYSICAL DEMANDS:

The work is generally performed within an office environment. Requires the ability to sit, stand, walk, see, and effectively communicate with others for extended periods of time. Must be able to handle multiple tasks or projects simultaneously, work with numerous interruptions, and adjust to changing priorities. Must demonstrate good use of judgment and demonstrate the ability to properly deal with confidential matters. Must use good interpersonal skills.

8. MOTION TO ADJOURN UNTIL APRIL 6, 2021 @ 5:30 P.M. IN THE COURT ROOM AT 110 WEST MAIN STREET.

Upon the motion of Alderman Vaughn, duly seconded by Alderman Sistrunk, for the Board of Aldermen to adjourn the meeting until April 6, 2021 @ 5:30 p.m. at 110 West Main Street in the Court Room of City Hall, the Board voted as follows:

Alderman Ben Carver	Voted: Yea
Alderman Sandra Sistrunk	Voted: Yea
Alderman David Little	Voted: Absent
Alderman Jason Walker	Voted: Yea
Alderman Hamp Beatty	Voted: Yea
Alderman Roy A'. Perkins	Voted: Yea
Alderman Henry Vaughn, Sr.	Voted: Yea

Having received a majority affirmative vote, Mayor Spruill declared the motion passed and the meeting adjourned.

SIGNED AND SEALED THIS THE 20th DAY OF April 2021.

Attest:

D. LYNN SPRUILL, MAYOR

Lesa Hardin, City Clerk

(SEAL)