

MARK BARLOW  
MAYOR

VICKI MILLER  
CITY CLERK

CLINT E. HARRELL  
CHIEF OF POLICE

KENNETH WAITES  
FIRE CHIEF



COUNCIL MEMBERS:

RANDY LITTLE, PLACE 1

MIKE BUTLER, PLACE 2

JASON SKELTON, PLACE 3

ALLISON REESE, PLACE 4

EMANUEL L "BUBBA" PHILLIPS,  
PLACE 5

## MINUTES

November 2, 2020

The Organizational Meeting of the Satsuma City Council

The City Council of the City of Satsuma, Alabama, convened in the organizational session at City Hall in said city at 6:00 p.m. the 2nd day of November, 2020.

City Clerk, Vicki Miller, called the meeting to order.

Reverend Steve Norman, Satsuma First Assembly of God, led the invocation.

Chief Clint Harrell led the Pledge of Allegiance.

The honorable John Lockett, Circuit Court Judge administered the oath of office for the Mayor and Council.

Mayor Barlow welcomed everyone.

On roll call the following answered present:

Mayor	Mark Barlow
Council Members	Randy Little
	Mike Butler
	Jason Skelton
	Allison Reese
	Emanuel Phillips

Vicki Miller, City Clerk, Jay Minus, City Attorney; Tom Briand, Building Inspector; James Elmore, Public Works Supervisor; Heather Davis, Assistant City Clerk, Chief Clint Harrell, Police Department; and Chief Kenneth Waites, Fire Department

A quorum was present and Mayor Barlow opened the meeting for the transaction of business.

Mayor Barlow stated that the first order of business is nomination and election of Mayor Pro Tem. He stated that the Mayor Pro Tem is nominated and elected by the Council to handle the duties of the Mayor in his absence. He asked if the council has made a decision. Councilmember Phillips suggested that that the Mayor Pro Tem position be rotated and split equally between each councilmember beginning with place one and going in the order of the Council places. He stated that Councilmember Little would still be the one authorized to sign the checks. With no further discussion, Councilmember Phillips made a motion to rotate the Mayor Pro Tem to be divided equally between each councilmember going in the order of place. Councilmember Reese seconded the motion and it carried.

Mayor Barlow stated that the next order of business is Ordinance 357-03- An ordinance ratifying Ordinance 357-02 adopted November 7, 2016 establishing the Council Rules of procedure.

The ordinance was discussed. Councilmember Skelton made a motion to suspend the rules and put Ordinance 357-03 up for immediate adoption. Councilmember Reese seconded the motion and on roll call the following answered

Councilmember Little	Yes
Councilmember Butler	Yes
Councilmember Skelton	Yes
Councilmember Reese	Yes
Councilmember Phillips	Yes
Mayor Barlow	Yes

On motion by Councilmember Skelton and seconded by Councilmember Reese, with all voting “aye”, Council unanimously adopted Ordinance 357-03

Mayor Barlow stated that he wished to make the following appointments:

Parks & Recreation	Allison Reese
Public Safety	Mike Butler
Administration	Jason Skelton
Public Services	Randy Little
Public Works	Emanuel Phillips

Mayor Barlow placed Resolution 2020-11-01, A Resolution to ratify the use of the present depositories for the City of Satsuma's municipal funds up for consideration. Councilmember Skelton made a motion to adopt Resolution 2020-11-01. Councilmember Reese seconded the motion and it carried.

**RESOLUTION NO. 2020-11-01**

**A RESOLUTION DESIGNATING REGIONS BANK AS THE DEPOSITORY FOR THE FUNDS OF THE CITY OF SATSUMA, ALABAMA; AUTHORIZING THE MAYOR, CITY CLERK AND CHAIRMAN PRO-TEM TO DEPOSIT, WITHDRAW, OR OTHERWISE USE ALL CHECKING ACCOUNTS, SAVINGS ACCOUNTS OR SAFETY DEPOSIT BOXES OWNED BY THE CITY OF SATSUMA LOCATED AT THE SAID BANK.**

**BE IT RESOLVED** by the City Council of the City of Satsuma, Alabama, while in its organizational session on the 2nd day of November, 2020, as follows:

**SECTION 1.** That Regions Bank be, and is hereby designated as depositories for the funds of the City of Satsuma, Alabama, and that the City Clerk of the City of Satsuma, Alabama, be and is hereby authorized to deposit to the said depository, funds of the City of Satsuma for that purpose on checks, drafts, notes or other instruments or obligations.

**SECTION 2.** That Regions Bank be, and is hereby authorized to pay out funds on deposit with it from time to time on the credit of the City of Satsuma, Alabama, upon checks drawn on said depository and signed in the name of the City of Satsuma, Alabama, by its Mayor and countersigned by its City Clerk. The Mayor Pro-Tem is hereby authorized to sign for the Mayor or the City Clerk in one of their absences.

**SECTION 3.** That Mark Barlow as Mayor of the City of Satsuma, Alabama, Vicki Miller, as City Clerk until December 1, 2020 or until her duly qualified replacement is appointed, hereby designated as the city officials authorized to deposit, withdraw or otherwise use all savings accounts, checking accounts, safety deposit boxes owned by the City of Satsuma and located at Regions Bank. The Mayor Pro-Tem, Randy Little, is hereby authorized to sign for the Mayor in his absence. The Mayor Pro-Tem, Randy Little is hereby authorized to sign for the City Clerk in her absence. It is with the understanding that it is necessary for each account to have two signatures.

**SECTION 4.** That Regions Bank is hereby authorized and directed to make the necessary changes and corrections on their card and records so as to comply with the provisions set forth in the resolution.

**SECTION 5.** That the City Clerk is hereby directed to send a copy of this Resolution to Regions Bank.

ADOPTED and APPROVED this the 2<sup>nd</sup> day of November, 2020

/s/ Mark Barlow

Mark Barlow Mayor

ATTEST:

/s/ Vicki Miller

Vicki Miller, City Clerk

Mayor Barlow placed Resolution 2020-11-02, A Resolution approving the appointment of Jay Minus, of Phelps and Dunbar as the city attorney, up for consideration. Councilmember Butler made a motion to adopt Resolution 2020-11-02. Councilmember Little seconded the motion and it carried.

**RESOLUTION NO. 2020-11-02**  
**A RESOLUTION APPOINTING A MUNICIPAL ATTORNEY**  
**FOR THE CITY OF SATSUMA, ALABAMA**

BE IT RESOLVED by the City Council of the City of Satsuma, Alabama, while in its organizational meeting on this the 2<sup>nd</sup> day of November, 2020, as follows:

SECTION 1. That Jay Minus, of Phelps Dunbar, is hereby appointed to serve as Municipal Attorney for the City of Satsuma serve until a qualified successor is appointed and qualified.

SECTION 2. That the Mayor and City Clerk are hereby authorized to reimburse said Attorney for actual expenses incurred, in addition to payment for fees for services rendered.

ADOPTED and APPROVED this the 2<sup>nd</sup> day of November, 2020.

/s/ Mark Barlow

Mark Barlow, Mayor

ATTEST: /s/ Vicki Miller

Vicki Miller, City Clerk

Mayor Barlow placed Resolution 2020-11-03, A Resolution approving the appointment of Robert Matthews, of Burr Foreman as the Planning Commission and Board of Adjustment attorney, up for consideration. Councilmember Skelton made a motion to adopt Resolution 2020-11-03. Councilmember Little seconded the motion and it carried.

**RESOLUTION NO. 2020-11-03**  
**A RESOLUTION APPOINTING A PLANNING COMMISSION AND BOARD OF ADJUSTMENT**  
**ATTORNEY**  
**FOR THE CITY OF SATSUMA, ALABAMA**

BE IT RESOLVED by the City Council of the City of Satsuma, Alabama, while in its organizational meeting on this the 2nd day of November, 2020, as follows:

SECTION 1. That Robert Matthews of Burr Foreman is hereby appointed to serve as the Planning Commission and Board of Adjustment Attorney for the City of Satsuma that he shall hold such office until his successor is appointed and qualified.

SECTION 2. That the Mayor and City Clerk are hereby authorized to reimburse said Attorney for actual expenses incurred, in addition to payment for fees for services rendered.

ADOPTED and APPROVED this the 2<sup>nd</sup> day of November, 2020.

/s/ Mark Barlow  
Mark Barlow, Mayor

ATTEST:

/s/ Vicki Miller  
Vicki Miller, City Clerk

Mayor Barlow placed Resolution 2020-11-04, A Resolution approving the appointment of Byers and Byers as the city auditor, up for consideration. Councilmember Skelton made a motion to adopt Resolution 2020-11-04. Councilmember Little seconded the motion and it carried.

**RESOLUTION NO. 2020-11-04**  
**A RESOLUTION APPOINTING A MUNICIPAL AUDITOR**  
**FOR THE CITY OF SATSUMA, ALABAMA**

BE IT RESOLVED by the City Council of the City of Satsuma, Alabama, while in its organization meeting on this the 2<sup>nd</sup> day of November, 2020, as follows:

SECTION 1. That Byers and Byers are hereby appointed to serve as Municipal Auditor for the City of Satsuma that they shall hold such office until their successor is appointed and qualified.

SECTION 2. That the Mayor and City Clerk are hereby authorized to reimburse said auditor per contract for services rendered.

ADOPTED and APPROVED this the 2nd day of November, 2020.

/s/ Mark Barlow  
Mark Barlow, Mayor

ATTEST:

/s/ Vicki Miller  
Vicki Miller, City Clerk

Mayor Barlow placed Resolution 2020-11-05, A Resolution approving the appointment of Vicki Miller as City Clerk/Treasurer, up for consideration. Councilmember Reese

made a motion to adopt Resolution 2020-11-05. Councilmember Phillips seconded the motion and it carried.

**RESOLUTION 2020-11-05**  
**A RESOLUTION APPOINTING A CITY CLERK/TREASURER**  
**FOR THE CITY OF SATSUMA, ALABAMA**

BE IT RESOLVED by the City Council of the City of Satsuma, Alabama, while in its organizational meeting on this the 2nd day of November, 2020, as follows:

That Vicki Miller be and is hereby appointed to serve as City Clerk and Treasurer of the City of Satsuma to serve until November 30, 2020 and or until her successor is appointed or hired and duly qualified at such salary as shall be fixed and may be amended hereafter from time to time by the City Council.

ADOPTED and APPROVED this the 2<sup>nd</sup> day of November, 2020.

/s/ Mark Barlow

Mark Barlow, Mayor

ATTEST:

/s/ Vicki Miller

Vicki Miller, City Clerk

Mayor Barlow placed Resolution 2020-11-06, A Resolution ratifying the contract with Clint Harrell as Police Chief up for consideration. Councilmember Butler made a motion to adopt Resolution 2020-11-06. Councilmember Little seconded the motion and it carried.

**RESOLUTION 2020-11-06**  
**A RESOLUTION RATIFYING THE CONTRACT FOR POLICE CHIEF**  
**FOR THE CITY OF SATSUMA, ALABAMA**

BE IT RESOLVED by the City Council of the City of Satsuma, Alabama, while in its organizational meeting on this the 2nd day of November, 2020, as follows:

That the City of Satsuma entered into a contract with Clint Harrell to render his professional services to the City as the Police Chief for the City of Satsuma. The City Council hereby ratifies that agreement or until his successor is appointed and duly qualified at such salary as shall be fixed and may be amended hereafter from time to time by the City Council.

ADOPTED and APPROVED this the 2nd day of November, 2020.

/s/ Mark Barlow

Mark Barlow, Mayor

ATTEST:

/s/ Vicki Miller

Vicki Miller, City Clerk

Mayor Barlow placed Resolution 2020-11-07, A Resolution approving the appointment of Kenneth Waites as Fire Chief up for consideration. Councilmember Butler made a motion to adopt Resolution 2020-11-07. Councilmember Skelton seconded the motion and it carried.

**RESOLUTION 2020-11-07  
A RESOLUTION APPOINTING A FIRE CHIEF  
FOR THE CITY OF SATSUMA, ALABAMA**

BE IT RESOLVED by the City Council of the City of Satsuma, Alabama, while in its organizational meeting on this the 2<sup>nd</sup> day of November, 2020, as follows:

That Kenneth Waites be and is hereby appointed to serve as the Fire Chief to serve until a duly qualified successor is appointed or hired at such salary as shall be fixed and may be amended hereafter from time to time by the City Council.

ADOPTED and APPROVED this the 2<sup>nd</sup> day of November, 2020.

/s/ Mark Barlow

Mark Barlow, Mayor

ATTEST:

/s/ Vicki Miller

Vicki Miller, City Clerk

Mayor Barlow placed Resolution 2020-11-08, A Resolution approving the appointment of John Williams as the Municipal Judge up for consideration. Councilmember Butler made a motion to adopt Resolution 2020-11-08. Councilmember Reese seconded the motion and it carried.

**RESOLUTION 2020-11-08  
A RESOLUTION REAPPOINTING A STANDING MUNICIPAL JUDGE  
FOR THE CITY OF SATSUMA, ALABAMA**

BE IT RESOLVED by the City Council of the City of Satsuma, Alabama, while in its organizational meeting on this the 2<sup>nd</sup> day of November, 2020, as follows:

That John Williams is hereby reappointed to serve as the Municipal Judge for the City of Satsuma to serve for the following term: first Monday in December, 2020 to the first Monday in December, 2022 at such salary that is now fixed and as may be amended hereafter from time to time by the City Council.

ADOPTED and APPROVED this the 2<sup>nd</sup> day of November, 2020.

/s/ Mark Barlow

Mark Barlow, Mayor

ATTEST:

/s/ Vicki Miller

Vicki Miller, City Clerk

Mayor Barlow placed Resolution 2020-11-09, A Resolution approving the appointment of L. Daniel Mims, as the City Prosecutor up for consideration. Councilmember Butler made a motion to adopt Resolution 2020-11-09. Councilmember Skelton seconded the motion and it carried.

**RESOLUTION NO. 2020-11-09**  
**A RESOLUTION APPOINTING A MUNICIPAL PROSECUTOR**  
**FOR THE CITY OF SATSUMA, ALABAMA**

BE IT RESOLVED by the City Council of the City of Satsuma, Alabama, while in its organizational meeting on this the 2<sup>nd</sup> day of November, 2020, as follows:

That L. Daniel Mims of the Mims Firm is hereby appointed to serve as Municipal Prosecutor for the City of Satsuma to serve until a successor is appointed and duly qualified at such salary as shall be fixed and as may be amended hereafter from time to time by the City Council.

ADOPTED and APPROVED this the 2nd day of November, 2020.

/s/ Mark Barlow

Mark Barlow, Mayor

ATTEST: /s/ Vicki Miller

Vicki Miller, City Clerk

Councilmember Reese made a motion for all other administrative personnel of the municipality to continue in their respective duties. Councilmember Skelton seconded the motion and it carried.

Mayor Barlow adjourned the Organization meeting and went in to the Regular Meeting.

Mayor Barlow opened the floor for any visitors. No one came before Council.

Mayor Barlow stated that the next order of business is the minutes from the previous meeting of October 20, 2020. Councilmember Skelton made a motion to approve the minutes as presented. Councilmember Reese seconded the motion and it carried.

Mayor Barlow stated that the next item is the payment of the bills. Councilmember Skelton made a motion to pay the bills in the amount of \$29,440.36. Councilmember Little seconded the motion and it carried.



Mayor Barlow stated that the last item on the agenda is the consideration to approve payment to GreenCo Services for the debris removal from Hurricane Sally in the amount of \$107,590.49 and consideration to enter into a contract with GreenCo for debris removal from Hurricane Zeta. Mayor Barlow stated that he had just received information that there is a discrepancy with the amount being billed and the amount being estimated by the Corp of Engineers. He stated that this matter is currently being worked on. Council discussed and agreed that if the matter could be resolved, then they would like to give the mayor the authority to enter into a contract for the debris removal of Zeta. With no further discussion, Councilmember Little made a motion to authorize Mayor Barlow to enter into a contact with GreenCo for the debris removal from Hurricane Zeta. Councilmember Skelton seconded the motion and it carried.

With no further business to be handled, Mayor asked Pastor Brent Rawson, Satsuma First Baptist, to give the closing prayer. Mayor Barlow sated that there is a reception at the Library and invited all to attend.

Councilmember Skelton made a motion to adjourn the meeting until November 10, 2020. Councilmember Reese seconded the motion and it carried. The meeting will be continued on November 10, 2020 at 7:00 P.M.

Council reconvened on November 10, 2020 at 7:00 P.M.

Councilmember Randy Little gave the invocation.

On roll call the following answered present:

Mayor	Mark Barlow
Council Members	Randy Little
	Mike Butler
	Jason Skelton
	Allison Reese
	Emanuel Phillips

Vicki Miller, City Clerk, Jay Minus, City Attorney; Tom Briand, Building Inspector; Chief Clint Harrell, Police Department; Chief Kenneth Waites, Fire Department and Heather Davis Assistant City Clerk.

Visitors:

Judy Callen with The Satsuma Women's Club came before the council to request that the rental fees for Steele Creek lodge be waived on December 12, 2020. Mrs. Callen stated that they will be hosting Breakfast with the Grinch to raise money for the Union Chapel. Mrs. Callen also requested that they council consider making a monetary donation to the Union Chapel.

Tracy Nolfe came before the council on behalf of Brent Rawson to have the annual reindeer run to be held on December 12, 2020 as a fundraiser for the youth ministry. Council agreed.

### **Mayor's and Council's Report:**

#### **Mayor's Report:**

Mayor Barlow discussed allowing candy and Christmas throws at the Christmas Parade on December 5, 2020. He stated if social distancing was practiced, he felt throws would be permissible.

Mayor Barlow stated that Thursday December 10, 2020 was the scheduled Employee Safety and Volunteer Dinner at Steele Creek Lodge. He noted that there was some concern about the number of attendees allowed due to Covid-19 restrictions still in place currently by Governor Kay Ivey.

Mayor Barlow stated that at the next regular meeting of the council, several appointments to different city boards would need to be discussed

Mayor Barlow reported that Tom Briand will be attending a Code Official Meeting with several colleagues and will be mentioning that the City of Satsuma will have an opening for Inspector.

Mayor Barlow reported that Councilmember Little and Councilmember Phillips had discussed the repairs needed to the bucket truck and it may be possible to purchase one at a better price than it would be to repair.

Mayor Barlow noted that there is a need for professional cleaning to be considered at City Hall for deep cleaning of the restrooms and floors.

Mayor Barlow stated he had spoken to Jason Herring with the Computer Doctors and requested a quote on purchasing and installing security cameras around City Hall and also quotes on what it would take for livestreaming council meetings.

Mayor Barlow reported to council that he spoke with Mr. Tommy Crooke about his desire to purchase the adjacent lot to his property at 266 North Tajaucha Drive from the City of Satsuma.

Mayor Barlow stated that he had discussed having all requisitions and purchases of the City be signed off by all department heads and then the councilmember before he signs the final approval for payment.

Mayor Barlow also stated that he met with State Representative Bradley Byrne and Mr. Byrne just wanted to thank the citizens of Satsuma for support during his time in office.

### **Public Services – Councilmember Little**

Councilmember Little reported that the debris along the roadside is being picked up between the hours of 6am-5pm 6 days a week. There are two boom trucks running each day and that it will take several months to complete this clean up. He stated that there has not been a declaration of Hurricane Zeta from FEMA at this time therefore a contract has not been entered for debris removal.

### **Public Safety – Councilmember Butler**

Councilmember Butler stated that Chief Clint Harrell is still pursuing grant options for body cameras. Councilmember Butler reported for the period of October 1, 2020 thru November 4, 2020 that the fire department made 104 calls with 20 of those calls being mutual aid calls.

Councilmember Butler stated that the breakfast with Santa will be held December 12, 2020 at the Community Center as a fundraiser for underprivileged children within Satsuma City School System.

### **Administration – Councilmember Skelton**

Councilmember Skelton noted that it was the 245<sup>th</sup> Birthday of the United States Marine Corps and thanked all servicemen and servicewomen for their service to our country.

Councilmember Skelton discussed getting a listing of all businesses and phone numbers that are currently in the City of Satsuma.

### **Parks & Recreation – Councilmember Reese**

Councilmember Reese reported the following:

- Satsuma Municipal Dinner is scheduled for Thursday, November 19, 2020.
- Please like and share the Facebook page for the Municipal Association that has been created.
- The Ribbon-Cutting for North Mobile Nutrition is rescheduled for Thursday, Nov. 12, 2020 at 3:30pm
- The Christmas banners and brackets will be put up soon
- The 2020 Census update shows that the State of Alabama had a 99.9% response rate and would like to say great job to the citizens of Alabama and our local citizens!

- It’s too late to run the Call News Thanksgiving ad as the time has already passed.
- Gavin Reeves, who is pursuing his Eagle Scout rank, has taken the plaques off the caboose and will be power washing on Wednesday, November 11, 2020.

**Public Works – Councilmember Phillips**

Councilmember Phillips reported that Mr. Travis Jones, a laborer, has now reached enough hours to be considered for PSW 1 position.

**Items for Consideration**

- 1. Was previously taken care of November 2, 2020**
- 2. Was previously taken care of November 2, 2020.**
- 3. Consideration to waive the Steele Creek Lodge rental fee for the Breakfast with the Grinch on December 19, 2020 from 8am until 12 noon. \$100 clean up fee will be paid.**

On motion by Councilmember Reese and seconded by Councilmember Phillips with all voting “aye” Council unanimously approved and the motion carried.

- 4. Consideration of purchasing a new ac compressor for the Community Center from Shields Heating & Air in the amount of \$800.00.**

On motion by Councilmember Little and seconded by Councilmember Skelton with all voting “aye”, Council unanimously approved the purchase.

With no further business to come before the Council, Councilmember Skelton made a motion to adjourn the meeting, Councilmember Reese seconded the motion and the meeting adjourned at 8:35 P.M.

/s/ Mark Barlow  
Mayor Barlow

/s/ Randy Little  
Councilmember Little

/s/ Mike Butler  
Councilmember Butler

/s / Jason Skelton  
Councilmember Skelton

/s/ Allison Reese  
Councilmember Reese

/s/ E. L. Phillips  
Councilmember Phillips

ATTEST:           /s/ Heather Davis            
                  City Clerk