

TOWN OF CARROLLTON

P. O. Box 181
Carrollton, Mississippi 38917
662-237-4600

Mayor:

Pamela Lee

Town Clerk:

Carol Jo Coleman

Aldermen:

Clint Gee
Tommy Goodman
Warren Long
Bo Milton
Daphne Williams

Agenda Draft for December 2, 2025

1. Bring meeting to order and prayer
2. Approve Agenda
3. Minutes of last meeting
4. Galen Shumaker
5. Approve bills
6. Reports:
 - a. Historic Preservation Commission Annual Report submitted – see notebook
 - b.
7. Unfinished Business:
 - a. Eric Hopkins
8. New Business:
 - a. Update existing Public Records Policy with request form, name Clerk as Records Officer.
 - b. Open bids for grass cutting services
9. Adjourn

BOARD MINUTES
Tuesday, December 2, 2025

Present:

Mayor: Pamela Lee

Clerk: C.J. Coleman

Aldermen: Present:

Clint Gee
Tommy Goodman
Warren Long
Bo Milton
Daphne Williams

Absent:

Others Present: Galen Shumaker – Water Operator, Eric Hopkins – H&H Services

The Mayor and Board of Aldermen met in regular session on Tuesday, December 2, 2025. The meeting was called to order by Mayor Lee and Alderman Milton opened in prayer.

On motion by Alderman Williams, seconded by Alderman Long, the meeting agenda was approved as printed.

On motion by Alderman Milton, and seconded by Alderman Long, the minutes of the previous meeting were unanimously approved as emailed prior to the meeting and printed for the meeting.

Water operator Galen Shumaker reported:

- The heaters for the starters at the well yard in town have come in and will be installed this weekend or next week.
- 240 AR meters have been installed by Gaines Engineering, beginning with the ones which were not reading and then moving from the country lines toward the town. There are 90 more meters

to be installed with the ARPA funds. This should leave about 60 meters left for us to install. The meters will not be read until all meters have been replaced.

- The new meters show 3 levels of usage. Flow indicates that water is being used at a normal rate. Leak indicates that water is being used at a rate higher than normal. Burst indicates a broken line. Galen said he would bring us a new meter next month to look at.
- There are some billing issues with the new billing software. Galen encouraged the board to ask people to be patient as these are cleared up, should they receive calls.

On motion by Alderman Milton, seconded by Alderman Goodman, the Board unanimously approved the usual and customary bills found on the docket. Regarding the bill from C&C Electric, Alderman Milton made the motion, seconded by Alderman Goodman which was unanimously approved by the Board to pay this bill when all aldermen are satisfied with the position of the new lights on the water tower. The Aldermen will email or text the mayor to signify their approval.

Mayor Lee reported that the Historic Preservation Commission's annual report had been submitted and the hard copy filed in the Commission notebook.

Under Unfinished Business from last month, Eric Hopkins presented some options for drainage improvements on College and West Washington streets. On motion by Alderman Milton, seconded by Alderman Williams, the Board unanimously approved project 1 [placing rip-rap on the south side of West Washington in the area washing out in front of the Ray House], and Project 2 [cleaning the ditches on College Street from W. Washington to Hafner, including the culverts]. Discussion was held about the depth of the ditches and all aldermen were in agreement that the ditches in front of the school should not be so steep that the cars will drop off.

On motion by Alderman Milton, seconded by Alderman Long, the Board unanimously approved allocating \$1,000/month from the budget for five [5] months to begin a drainage maintenance program. At the end of 5 months, the Board will review the results and determine how to continue the process.

On motion by Alderman Milton, seconded by Alderman Gee, the Board voted unanimously to adopt the model rules and procedures as an addition to the Town's existing Public Records Policy and named the Town Clerk as the Records Officer. The existing policy and request form will be updated to match the model rules and procedures. A copy of the model rules and procedures is filed in the Public Records Request folder in the general office file, drawer 2.

Two bids were received for the 2026 grass cutting – Chase Williams of Winona and Tanner Kyle of Kosciusko. After reviewing the bids and insurance, on motion by Alderman Milton, seconded by Alderman Gee, the Board voted unanimously to award the bid to Chase Williams as the best bid because his description of the work matched the RFP package. Mr. Kyle's bid was not as complete.

Following a reminder about the Sip and Shop which will be held in Carrollton on Thursday, December 4, Alderman Milton make the motion, seconded by Alderman Gee to adjourn until the January 7, 2026, meeting.

Carol Jo Coleman, Town Clerk

Pamela R. Lee, Mayor