

**CITY OF FLOWOOD**  
**REGULAR MEETING OF THE MAYOR AND BOARD OF ALDERMEN OF THE CITY**  
**OF FLOWOOD, RANKIN COUNTY, MISSISSIPPI**  
**Held January 5, 2026**  
**6:30 P.M.**

**BE IT REMEMBERED** that the Mayor and Board of Aldermen of the City of Flowood met at their regular meeting place on January 5, 2026, at 6:30 P.M.

The following members were present: Mayor Kathy Smith, Alderman Deron Harmon, Alderwoman Kimberly Buford, Alderman Mike Prestage, Alderman Seth Robbins, Alderman Kirk McDaniel, and City Clerk Josh Carlisle.

OTHERS PRESENT: Rusty Fortenberry, Eric Zetterholm, Kyle Upchurch, Daniel Lang, Cory Ladner, and Chris Coy. Also, see the attached list.

The Meeting was called to order by Mayor Smith.

The invocation was given by Alderwoman Buford.

**Item # 1 – Public Hearing regarding setting the time of Work Session meetings of the Mayor and Board of Aldermen**

The notice of hearing and all other pre-requisites having been met, the public hearing was opened. Anyone desiring to speak on the matter was asked to come forward. No one came forward to speak on the matter and there were not any written objections or comments filed with the City Clerk. The public hearing was closed.

Having considered the proposed ordinance setting the time of Work Session meetings of the Mayor and Board of Alderman (copy attached), Alderman Harmon made a motion to adopt the ordinance. The motion was seconded by Alderman McDaniel. After a roll call vote, the motion received unanimous consent from all Board members present.

**Item # 2 – Public Hearing regarding changing the time of Regular meetings of the Mayor and Board of Aldermen**

The notice of hearing and all other pre-requisites having been met, the public hearing was opened. Anyone desiring to speak on the matter was asked to come forward. No one came forward to speak on the matter and there were not any written objections or comments filed with the City Clerk. The public hearing was closed.

Having considered the proposed ordinance changing the time of Regular meetings of the Mayor and Board of Alderman (copy attached), Alderman Harmon made a motion to adopt the ordinance. The motion was seconded by Alderman Prestage. After a roll call vote, the motion received unanimous consent from all Board members present.

**Item # 3 - Approval of Consent Agenda Items**

- A. Approval and/or Corrections of the minutes of the Board meeting for December 1, 2025, and the special board meeting on December 18, 2025.
- B. Approval of General Claims Dockets and Supplemental Claims Dockets and Paid Claims Docket.
- C. Approval of the Refuge Golf Course Claim Docket.
- D. Approval of the Library Improvements Claims Docket.
- E. Approval of the FY 2026 Road Projects Claims Docket.
- F. Approval of the ARPA Storm Drainage Improvements Claims Docket.
- G. Approval of the Highway 25 Utility Relocation Claims Docket.
- H. Approval of the Liberty Park Improvements Claims Docket.
- I. Authorization to transfer Donald McBee from CID to code enforcement officer per memo from Chief Eric Zetterholm effective December 29, 2025.

- J. Ratification of a 36-month lease agreement with RJ Young for the copier for the Police Department – CID.
- K. Ratification of a 36-month lease agreement with RJ Young for the copier for the Police Department.
- L. Ratification of a 36-month lease agreement with RJ Young for the copier for the Police Department – Records.
- M. Ratification of a 36-month lease agreement with RJ Young for the copier for the Fire Department.
- N. Authorization to advertise the invitation for bids for the Hogg Creek Pump Station Rehabilitation Project.
- O. Approval of Resolution in support of FY 2025 EDA funding.
- P. Approval of Resolution establishing twenty percent match for FY 2025 EDA grant.
- Q. Ratification of the termination of probationary employee #921 from dispatch.
- R. Ratification of agreement signed by the police chief with PowerDMS by NEOGOV to provide policy/manual software for the accreditation.
- S. Authorization for the mayor to initiate and request project activation for the “Liberty Road Shared Use Path Overlay” Federal Transportation Alternative (TA) funded project administered through the MPO and to execute all related documents.
- T. Approval of service agreement with Integrated Right of Way to provide parcel acquisition services for the Millcreek Corners ARPA storm drain project.
- U. Approval to declare City of Flowood vehicles and equipment on the attached list as surplus property to be auctioned, traded, transferred or destroyed.
- V. Authorization for the mayor to travel to Washington, D.C. to seek federal funding on various projects.
- W. Ratification and approval of the mayor signing two offer forms for the entertainment for Flowood Family Festival 2026 to be held May 16, 2026.

A motion was made by Alderman Prestage to approve the above consent agenda items (copies attached). This motion was seconded by Alderwoman Buford and received unanimous approval from all Board members present.

#### **Item # 4 – Josh Carlisle – City Clerk**

- A. Personnel Recommendation – Billing Clerk Step 3 (Addie Weaver)

Josh Carlisle recommended hiring Addie Weaver in a Billing Clerk Step 3 position. A motion was made by Alderman McDaniel to hire Addie Weaver in a Billing Clerk Step 3 position. This motion was seconded by Alderman Harmon and received unanimous approval from all Board Members present.

- B. Personnel Recommendation – Billing Clerk Step 8 (Carol Youngblood)

Josh Carlisle recommended hiring Carol Youngblood in a Billing Clerk Step 8 position. A motion was made by Alderman Robbins to hire Carol Youngblood in a Billing Clerk Step 8 position. This motion was seconded by Alderman Prestage and received unanimous approval from all Board Members present.

- C. Personnel Recommendation – Promotion of Amanda Rankin to Water Billing Supervisor

Josh Carlisle recommended promoting Amanda Rankin to Water Billing Supervisor. A motion was made by Alderman Prestage to promote Amanda Rankin to Water Billing Supervisor. This motion was seconded by Alderwoman Buford and received unanimous approval from all Board Members present.

#### **Item # 5 – Kyle Upchurch – Fire Chief**

- A. Personnel Recommendation – Private II Step 3 (Henry D. Bieman)

Chief Upchurch recommended hiring Henry D. Biemans in a Private II Step 3 position. A motion was made by Alderman Robbins to hire Henry D. Biemans in a Private II Step 3 position. This

motion was seconded by Alderman Prestage and received unanimous approval from all Board Members present.

#### **Item # 6 – Cory Ladner – Public Works Director**

A. Approval of Change Order #1 for a decrease of \$22,098.29 for the contract with Gulf Coast Solutions, LLC for the Hwy 25 Utility Locations Project

Cory Ladner recommended approval of Change Order #1 for a decrease of \$22,098.29 for the contract with Gulf Coast Solutions, LLC for the Hwy 25 Utility Locations Project (copies attached). A motion was made by Alderman Robbins to approve Change Order #1 for a decrease of \$22,098.29 for the contract with Gulf Coast Solutions, LLC for the Hwy 25 Utility Locations Project. This motion was seconded by Alderwoman Buford and received unanimous approval from all Board Members present.

B. Approval of the final payment in the amount of \$66,146.46 and closeout documents with Gulf Coast Solutions, LLC for the Hwy 25 Utility Relocations Project

Cory Ladner recommended approval of the final payment in the amount of \$66,146.46 and closeout documents with Gulf Coast Solutions, LLC for the Hwy 25 Utility Relocations Project. (copies attached). A motion was made by Alderman McDaniel to approve the final payment in the amount of \$66,146.46 and closeout documents with Gulf Coast Solutions, LLC for the Hwy 25 Utility Relocations Project. This motion was seconded by Alderman Prestage and received unanimous approval from all Board Members present.

#### **Item # 7 - Eric Zetterholm – Police Chief**

A. Personnel Recommendation – Promotion of Joey Hall from Lieutenant to Captain

Chief Zetterholm recommended promoting Joey Hall from Lieutenant to Captain. A motion was made by Alderman Prestage to promote Joey Hall from Lieutenant to Captain. This motion was seconded by Alderwoman Buford and received unanimous approval from all Board Members present.

B. Personnel Recommendation – Promotion of Thomas Lowe to Corporal Step 4

Chief Zetterholm recommended promoting Thomas Lowe to a Corporal Step 4 position. A motion was made by Alderman Harmon to promote Thomas Lowe to a Corporal Step 4 position. This motion was seconded by Alderwoman Buford and received unanimous approval from all Board Members present.

#### **Item # 8 - Other Business**

There was no other business to come before the Board.

#### **Item # 9 - Adjourn**

Alderman Harmon made a motion to adjourn the meeting. This motion was seconded by Alderman Robbins whereupon the meeting was adjourned with the unanimous approval from all Board members present.

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**KATHY SMITH, MAYOR**

#### **ATTEST:**

  
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**JOSH CARLISLE, CITY CLERK**



**CITY OF FLOWOOD**  
**REGULAR MEETING OF THE MAYOR AND BOARD OF ALDERMEN OF THE CITY**  
**OF FLOWOOD, RANKIN COUNTY, MISSISSIPPI**  
**Held January 20, 2026**  
**6:30 P.M.**

**BE IT REMEMBERED** that the Mayor and Board of Aldermen of the City of Flowood met at their regular meeting place on January 20, 2026, at 6:30 P.M.

The following members were present: Mayor Kathy Smith, Alderman Deron Harmon, Alderwoman Kimberly Buford, Alderman Mike Prestage, Alderman Seth Robbins, Alderman Kirk McDaniel, and City Clerk Josh Carlisle.

OTHERS PRESENT: Rusty Fortenberry, Eric Zetterholm, Kyle Upchurch, Daniel Lang, Cory Ladner, and Chris Coy. Also, see the attached list.

The Meeting was called to order by Mayor Smith.

The invocation was given by Alderwoman Robbins.

**Item # 1 – Approval of Consent Agenda Items**

- A. Approval and/or Corrections of the minutes of the Board meeting for January 5, 2026.
- B. Ratification of the application for the FY 2027 Police Traffic Services grant in the amount of \$190,000.00 from the MS Department of Public Safety.
- C. Approval of Service Agreement between the City of Flowood and Quality Food Concessions for the operation of the concession facilities at Liberty Park for 2026 and authorize the Mayor and City Clerk to sign.
- D. Authorization for the Mayor and City Clerk to sign an engagement letter with Butler Snow to perform the fiscal year 2025 Continuing Disclosure Filing.
- E. Approval of resolution authorizing payment for city flag design.
- F. Authorization to advertise for reverse auction bidding for five (5) motorcycles for the traffic division.
- G. Authorization to advertise for reverse auction bidding for an excavator for the street department.
- H. Authorization to advertise for the roof replacement for Fire Station One (1) located on Lakeland Drive.
- I. Ratification and approval of the Mayor signing an offer form for the entertainment for Flowood Family Festival 2026 to be held May 16, 2026.
- J. Approval of the transfer of Jamie Burkett to dispatch supervisor at the rate of pay stated in the Police Chief's memo.
- K. Approval of the transfer of Dawn Mays to the position of Victim Assistance Coordinator at her current rate of pay.
- L. Approval of letter to designate Scott Insurance Services, Inc. as the agent of record for policies held with EMC Insurance Company.
- M. Approval of resolution to make an application for transportation program funds to the Jackson Metropolitan Planning Organization in the amount of \$2,195,000.00 for an overlay of approximately 1.2 miles with trench widening, shoulder and ditch work, and a new multi-use path from Airport Road to Liberty Road.
- N. Approval of resolution to make an application for transportation program funds to the Jackson Metropolitan Planning Organization in the amount of \$1,040,000.00 for an asphalt mill and overlay of approximately .86 miles of Old Fannin Road from Lakeland Drive (MS-25) to the Flowood city limits.
- O. Approval of Resolution to make an application for transportation program funds to the Jackson Metropolitan Planning Organization in the amount of \$896,000.00 for an asphalt mill and overlay of approximately .86 miles of Medical Parkway from Airport Road (MS-475) to Flowood Drive (MS-468).

- P. Approval of resolution to make an application for transportation program funds to the Jackson Metropolitan Planning Organization in the amount of \$792,000.00 for an asphalt mill and overlay of approximately .45 miles of East Metro Parkway from Lakeland Drive (MS-25) to the Flowood city limits.
- Q. Approval of resolution to make an application for transportation program funds to the Jackson Metropolitan Planning Organization in the amount of \$1,592,000.00 for a new right turn lane and intersection improvements at the intersection of Old Fannin Road and Flowood Drive.
- R. Approval of resolution to make an application for transportation program funds to the Jackson Metropolitan Planning Organization in the amount of \$920,000.00 for the construction of a raised median at the intersection of East Metro Parkway and Mckenzie Lane.
- S. Approval of resolution to make an application for transportation program funds to the Jackson Metropolitan Planning Organization in the amount of \$2,380,000.00 for the construction of a roundabout (traffic circle) at the intersection of East Metro Parkway and Park Way.

A motion was made by Alderman Prestage to approve the above consent agenda items (copies attached). This motion was seconded by Alderwoman Buford and received unanimous approval from all Board members present.

**Item # 2 - Eric Zetterholm – Police Chief**

- A. Personnel Recommendation – Promotion of Caleb Reed to Patrol Lieutenant

Chief Zetterholm recommended promoting Caleb Reed to Patrol Lieutenant. A motion was made by Alderman Harmon to promote Caleb Reed to Patrol Lieutenant. This motion was seconded by Alderman Robbins and received unanimous approval from all Board Members present.

- B. Personnel Recommendation – Promotion of Clay Hastings to Training Sergeant Step 9

Chief Zetterholm recommended promoting Clay Hastings to Training Sergeant Step 9. A motion was made by Alderman Harmon to promote Clay Hastings to Training Sergeant Step 9. This motion was seconded by Alderman McDaniel and received unanimous approval from all Board Members present.

**Item # 3 – Cory Ladner – Public Works Director**

- A. Approval of the Final Plat for Les Maisons, Phase 2

Cory Ladner recommended approval of the Final Plat for Les Maisons, Phase 2 (copy attached). A motion was made by Alderman Robbins to approve the Final Plat for Les Maisons, Phase 2. This motion was seconded by Alderman Prestage and received unanimous approval from all Board Members present.

- B. Approval of the Preliminary Plat for Lost Pine, Phase 3

Cory Ladner recommended approval of the Preliminary Plat for Lost Pine, Phase 3 (copy attached). A motion was made by Alderman McDaniel to approve the Preliminary Plat for Lost Pine, Phase 3. This motion was seconded by Alderwoman Buford and received unanimous approval from all Board Members present.

**Item # 4 – Josh Carlisle – City Clerk**

- A. Award bid for the City of Flowood Depository for municipal funds for the calendar years 2026 and 2027

Josh Carlisle reported that the City received four bids (copies attached) for a depository for municipal funds. Mr. Carlisle recommended that all four bids be accepted. A motion was made by Alderman Harmon to accept all four bids for the City of Flowood depository for municipal

funds for the calendar years 2026 and 2027. The motion was seconded by Alderman Robbins and received unanimous approval from all Board Members present.

**B. Adoption of the City of Flowood Employee Handbook as its official Employee Policy and Procedure Manual**

Josh Carlisle presented and recommended approval of the attached resolution adopting the City of Flowood Employee Handbook as its official Employee Policy and Procedure Manual. A motion was made by Alderman McDaniel to approve the attached resolution adopting the City of Flowood Employee Handbook as its official Employee Policy and Procedure Manual. This motion was seconded by Alderman Prestage and received unanimous approval from all Board Members present.

**Item # 5 – Other Business**

There was no other business to come before the Board.

**Item # 6 - Adjourn**

Alderman Harmon made a motion to adjourn the meeting. This motion was seconded by Alderwoman Buford whereupon the meeting was adjourned with the unanimous approval from all Board members present.

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KATHY SMITH, MAYOR

**ATTEST:**

  
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JOSH CARLISLE, CITY CLERK

