

Minutes, City of Southaven, Southaven, Mississippi



MEETING OF THE MAYOR AND BOARD OF ALDERMEN
SOUTHAVEN, MISSISSIPPI
CITY HALL
July 5, 2022
6:00 PM
AGENDA

1. Call To Order
2. Invocation
3. Pledge Of Allegiance
4. Approval of Minutes: June 21, 2022
5. Approval of Advertising for FY23 Hearing and Adoption
6. Amphitheater Commissary Bids
7. Agreement with Walgreens for Flu Shots
8. Engineering Work Authorizations for Parks Projects
9. Resolution for Providing Funds to Mississippi Department of Archives and History
10. Resolution for Firearm to Captain Brett Yoakum
11. Renewal of City Insurance with Travelers
12. Approval/Acceptance of FY 21 Audited Financial Statements
13. Resolution to Clean Private Property
14. Planning Agenda: Item #1 Application by Whisper Lake Golf Syndicate for subdivision approval to revise Briargate Commercial Subdivision Section "B"
Item #2 Application by M & R Associates for subdivision approval of Pinewood Phase 7
Item #3 Application by M & R Associates for subdivision approval of Pinewood Phase 8
Item #4 Request for a Scrivener's Error for Rasco Farms Section D Lot 297
Item #5 Request for a Scrivener's Error for Southcrest Lot 15A
Item #6 Request to vacate rear lot easement for Ole Meadows Lot 16a
15. Mayor's Report
16. Personnel Docket
17. City Attorney's Legal Update
18. Utility Bill Adjustment Docket
19. Claims Docket
20. Executive Session: Potential Litigation - discussion with City Attorney pursuant to Miss. Code Ann. Section 25-41-7(4)(b); Economic Development Project (Business/Industry Locating to City); Citywide Personnel

Items may be added to or omitted from this agenda as needed.

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MINUTES OF THE REGULAR MEETING OF July 5, 2022 OF THE MAYOR AND BOARD OF ALDERMEN OF THE CITY OF SOUTHAVEN, MISSISSIPPI

BE IT REMEMBERED that the Mayor and Board of Aldermen of the City of Southaven, Mississippi met in a Regular Meeting on the 5th day of July, 2022 at six o'clock (6:00) p.m. at City Hall.

Present were:

George Payne	Alderman At Large
Kristian Kelly	Alderman, Ward 1
William Jerome	Alderman, Ward 3
Joel Gallagher	Alderman, Ward 4
John David Wheeler (via teleconference)	Alderman, Ward 5
Raymond Flores	Alderman, Ward 6

Absent were:

Charlie Hoots	Alderman, Ward 2
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Also present were Mayor Musselwhite, Andrea Mullen, City Clerk, and Nick Manley, City Attorney. Approximately twenty (20) other people were present. Mayor Musselwhite called the meeting to order. Alderman Gallagher led in prayer followed by the Pledge of Allegiance led by Alderman Payne.

Next, a motion was made by Alderman Payne to approve the minutes of the Regular Meeting of June 21, 2022 with any corrections, deletions, or additions necessary. Motion was seconded by Alderman Kelly. Motion was put to a vote and passed unanimously.

APPROVAL OF ADVERTISING FOR FY2023 HEARING AND ADOPTION

Nick Manley, City Attorney, presented this item to the Board.

Alderman Flores made the motion to authorize advertising for the FY 2023 budget hearing and adoption. Motion was seconded by Alderman Jerome.

Roll call was as follows:

ALDERMAN	VOTED
Alderman Jerome	YES
Alderman Kelly	YES
Alderman Hoots	ABSENT
Alderman Payne	YES
Alderman Gallagher	YES
Alderman Wheeler	YES

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Alderman Flores

YES

Having received a majority of affirmative votes, Mayor Musselwhite declared that the motion was carried on the 5th day of July, 2022.

AMPHITHEATER COMMISSARY BIDS

Nick Manley, City Attorney, presented this item to the Board.

Mr. Manley stated that for the second time, the bids came back higher than expected and requested approval to seek quotes in accordance with Miss. Code 31-7-13 for equipment that is vital to the operations for the commissary. Alderman Gallagher made the motion to reject the bid and authorized seeking quotes for those items necessary for the commissary. Motion was seconded by Alderman Payne.

Roll call was as follows:

ALDERMAN	VOTED
Alderman Jerome	YES
Alderman Kelly	YES
Alderman Hoots	ABSENT
Alderman Payne	YES
Alderman Gallagher	YES
Alderman Wheeler	YES
Alderman Flores	YES

Having received a majority of affirmative votes, Mayor Musselwhite declared that the motion was carried on the 5th day of July, 2022.

AGREEMENT WITH WALGREENS FOR FLU SHOTS

Nick Manley, City Attorney, presented this item to the Board.

Alderman Gallagher made the motion to authorize Melanie Drisdale to sign the agreement with Walgreens to administer flu shots on 9-12-22, 9-15-22, and 9-16-22 at City Hall. Motion was seconded by Alderman Payne.

Roll call was as follows:

ALDERMAN	VOTED
Alderman Jerome	YES
Alderman Kelly	YES
Alderman Hoots	ABSENT
Alderman Payne	YES
Alderman Gallagher	YES
Alderman Wheeler	YES
Alderman Flores	YES

Having received a majority of affirmative votes, Mayor Musselwhite declared that the motion was carried on the 5th day of July, 2022.

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A copy of the contract is attached and fully incorporated into these minutes.

ENGINEERING WORK AUTHORIZATIONS FOR PARK PROJECTS

Dan Cordell, City Consulting Engineer, presented this item to the Board.

Mr. Cordell stated that this work authorization is for the design, construction engineering, and inspection for the 2022-2026 Parks Enhancement Plan - Neighborhood Parks (trails and pavilions). Alderman Flores made the motion to approve the work authorization. Motion was seconded by Alderman Payne.

Roll call was as follows:

ALDERMAN	VOTED
Alderman Jerome	YES
Alderman Kelly	YES
Alderman Hoots	ABSENT
Alderman Payne	YES
Alderman Gallagher	YES
Alderman Wheeler	YES
Alderman Flores	YES

Having received a majority of affirmative votes, Mayor Musselwhite declared that the motion was carried on the 5th day of July, 2022.

Mr. Cordell stated that this work authorization is for the design, construction engineering, and inspection for the 2022-2026 Parks Enhancement Plan - Arena Parking Expansion Project (volleyball). Alderman Flores made the motion to approve the work authorization. Motion was seconded by Alderman Payne.

Roll call was as follows:

ALDERMAN	VOTED
Alderman Jerome	YES
Alderman Kelly	YES
Alderman Hoots	ABSENT
Alderman Payne	YES
Alderman Gallagher	YES
Alderman Wheeler	YES
Alderman Flores	YES

Having received a majority of affirmative votes, Mayor Musselwhite declared that the motion was carried on the 5th day of July, 2022.

A copy of the work authorizations are attached and fully incorporated into these minutes.

RESOLUTION FOR PROVIDING FUNDS TO MISSISSIPPI DEPARTMENT OF ARCHIVES AND HISTORY

Nick Manley, City Attorney, presented this item to the Board.

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The Mississippi legislature created a records management program through the local government records act. This law requires municipalities to participate in the program by collecting an additional dollar on public record requests for filing fees. Half of the collected fees will be sent monthly quarterly, or yearly to MDAH. After hearing from Mr. Manley, the Board of Alderman considered the following resolution:

In the Matter of Establishing and
Maintaining an Active and Continuing
Program for Management of Municipal
Records

WHEREAS, the Board of Aldermen of the City of Southaven agree to participate with §25-60-1 *et. seq.* and the Mississippi Department of Archives and History by forming a program for the disposition of records based on administrative, legal, fiscal or historical value;

WHEREAS, the Board of Aldermen does further desire to assess a fee to be charged by any municipal official who accepts documents for filing as public records in the amount of \$1.00 for each document so filed and to direct that any official or employee collecting this fee shall follow the requirements of §25-60-5 Mississippi Code Annotated (1972) in the disposition of said funds.

Following additional discussion of this matter, Alderman Payne moved and Alderman Jerome seconded a motion to implement a records management program as guided by §25-60-1 *et. seq.*, implement a schedule for the disposition of records based on administrative, legal, fiscal or historical value in conjunction with the Mississippi Department of Archives and History, and to further assess a fee of \$1.00 for each document filed with any municipal official or employee who accepts documents for filing as public records as provided for by §25-60-5 Mississippi Code Annotated (1972). The vote on said matter was as follows:

ALDERMAN	VOTED
Alderman George Payne	YES
Alderman Kristian Kelly	YES
Alderman Charlie Hoots	ABSENT
Alderman William Jerome	YES
Alderman Joel Gallagher	YES
Alderman John David Wheeler	YES
Alderman Raymond Flores	YES

The Resolution, having received a majority vote of all Aldermen present, was declared adopted on this, the 5th day of July 2022.

CITY OF SOUTHAVEN

A copy of the MDAH brochure is attached to these minutes.

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RESOLUTION FOR FIREARM TO CAPTAIN BRETT YOAKUM

This resolution will authorize surplus of Brett Yoakum's firearm in recognition of his retirement under the state retirement system. The Board of Alderman considered the following resolution:

**RESOLUTION OF THE MAYOR AND BOARD OF ALDERMEN OF THE
CITY OF SOUTHAVEN, MISSISSIPPI
PRESENTING CAPTAIN BRETT YOAKUM
HIS SERVICE WEAPON IN RECOGNITION OF HIS RETIREMENT**

WHEREAS, the City of Southaven Police Department hereby desires to honor Captain Brett Yoakum by presenting to him his service firearm, Glock Model 43 9mm, serial number ABSX 727 ("Weapon"); and

WHEREAS, Captain Yoakum is retiring under the state retirement system, and

WHEREAS, in accordance with Mississippi Code Section 45-9-131, it has been recommended to the Mayor and Board of Aldermen that this Weapon be sold to Captain Yoakum for one dollar in recognition of his retirement and service to the City of Southaven, and

WHEREAS, the Mayor and Board of Aldermen hereby authorize that the Weapon as described above be provided to Captain Yoakum.

NOW, THEREFORE, BE IT ORDERED by the Mayor and Board of Aldermen of the City of Southaven, Mississippi as follows, to wit:

1. The Weapon be provided to Captain Yoakum.
2. The Mayor and Police Chief are hereby authorized to take all actions to effectuate the intent of this Resolution.

Motion was made by Alderman Flores and seconded by Alderman Payne, for the Resolution, and the question being put to a vote:

Alderman Kristian Kelly	voted: YES
Alderman Charlie Hoots	voted: ABSENT
Alderman George Payne	voted: YES
Alderman Joel Gallagher	voted: YES
Alderman John Wheeler	voted: YES

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Alderman Raymond Flores voted: YES

Alderman William Jerome voted: YES

RESOLVED AND DONE, this 5th day of July, 2022.

RENEWAL OF CITY INSURANCE WITH TRAVELERS

Mayor Musselwhite presented this item to the Board.

Mayor Musselwhite stated that the City has been with Travelers Insurance for many years and it is now time for renewal. The renewal came back 4.6% higher than last year. The renewal last year was \$1,758,244.00 and this year the renewal is \$1,842,922.00. Mayor Musselwhite stated that we requested for our broker to go to the marketplace for additional quotes and provide coverage at the best value for the tax payers. Several markets were tested and Travelers is still the recommended carrier from our broker. Alderman Gallagher made the motion to authorize Mayor Musselwhite to renew city insurance with Travelers and take all actions for the renewal. Motion was seconded by Alderman Kelly.

Roll call was as follows:

ALDERMAN	VOTED
Alderman Jerome	YES
Alderman Kelly	YES
Alderman Hoots	ABSENT
Alderman Payne	YES
Alderman Gallagher	YES
Alderman Wheeler	YES
Alderman Flores	YES

Having received a majority of affirmative votes, Mayor Musselwhite declared that the motion was carried on the 5th day of July, 2022.

APPROVAL/ACCEPTANCE OF FY 21 AUDITED FINANCIAL STATEMENTS

Nick Manley, City Attorney, presented this item to the Board.

Mr. Manley stated that the audit was performed as required by state law. The City received a clean audit with no significant findings. Alderman Flores made the motion to approve the audited financial statements. Motion was seconded by Alderman Gallagher.

Roll call was as follows:

ALDERMAN	VOTED
Alderman Jerome	YES
Alderman Kelly	YES
Alderman Hoots	ABSENT
Alderman Payne	YES

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Alderman Gallagher	YES
Alderman Wheeler	YES
Alderman Flores	YES

Having received a majority of affirmative votes, Mayor Musselwhite declared that the motion was carried on the 5th day of July, 2022. The audit is on file with the City Clerk's Office.

RESOLUTION TO CLEAN PRIVATE PROPERTY

Mayor Musselwhite introduced the cleaning of property and asked if there were any comments from the Board and there were none. Mayor Musselwhite then asked for any comments from the public and there were none. The Board then considered the following resolution to clean private property:

RESOLUTION GRANTING AUTHORITY TO CLEAN PRIVATE PROPERTY

WHEREAS, the governing authorities of the City of Southaven, Mississippi, have received numerous complaints regarding the parcel of land located at the following address, to-wit:

CONDEMNATION ADDRESS

1926 Colonial Hills Dr

8453 Southaven Cir W

1918 WINNERS CIRCLE N

7580 DAVIS PARKWAY

Parcel #2081110000000102

464 WINDRIDGE PT.

to the effect that the said parcel of land has been neglected whereby the grass height is in violation and there exist other unsafe conditions and that the parcel of land in the present condition is deemed to be a menace to the public health and safety of the community.

WHEREAS, pursuant to Section 21-19-11 of the Mississippi Code Annotated (1972), the governing authorities of the City of Southaven, Mississippi, provided the owners of the above described parcel of land with notice of the condition of their respective parcel of land and further provided them with notice of a hearing before the Mayor and Board of Aldermen on Tuesday, July 5, 2022, by United States mail and by posting said notice, to determine whether or not the said parcel of land were in such a state of uncleanness as to be a menace to the public health and safety of the community.

WHEREAS, none of the owners of the above described parcel of land appeared at the meeting of the Mayor and Board of Aldermen on Tuesday, July 5, 2022, to voice objection or to offer a defense.

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NOW, THEREFORE, BE IT HEREBY RESOLVED, by the Mayor and Board of Alderman of the City of Southaven, Mississippi, that the above described parcel of land located at:

CONDEMNATION ADDRESS

1926 Colonial Hills Dr

8453 Southaven Cir W

1918 WINNERS CIRCLE N

7580 DAVIS PARKWAY

Parcel #2081110000000102

464 WINDRIDGE PT.

is deemed in the existing condition to be a menace to the public health and safety of the community.

BE IT FURTHER RESOLVED that the City of Southaven shall, if the owners of the above described parcel of land do not do so themselves, immediately proceed to clean the respective parcel of land, by the use of municipal employees or by contract, by cutting weeds and grass and removing rubbish and other debris.

Following the reading of this Resolution, it was introduced by Alderman Payne and seconded by Alderman Kelly. The Resolution was then put to a roll call vote and the results were as follows, to-wit:

ALDERMAN

VOTED

Alderman George Payne	YES
Alderman Kristian Kelly	YES
Alderman Charlie Hoots	ABSENT
Alderman William Jerome	YES
Alderman Joel Gallagher	YES
Alderman John David Wheeler	YES
Alderman Raymond Flores	YES

The Resolution, having received a majority vote of all Aldermen present, was declared adopted on this, the 5th day of July 2022.

CITY OF SOUTHAVEN

PLANNING AGENDA

Planning Agenda presented by Whitney Cook, Director of Planning & Development.

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Item #1 Application by Whisper Lake Golf Syndicate for subdivision approval to revise Briargate Commercial Subdivision Section "B"

Mrs. Choat-Cook stated that the applicant is requesting subdivision approval for a revision to Briargate Commercial Subdivision Section "B" on the north side Marathon Way, east of Hospitality Lane. The lot in question is identified on the existing plat as lot 7E which encompasses 11.95 acres. The applicant is requesting to further subdivide is into two lots consisting of lot 7E-A with 2.93 acres and lot 7E-B with 9.08 acres. The right of ways for both roads have been identified and have already been dedicated to the city with no improvements needed. The required setbacks and utilities have been shown on the plat. Mrs. Choat-Cook stated that the application submitted complies with commercial subdivision regulations set forth in the ordinance as well as the necessary zoning stipulations. To continue along the same path as the recorded plats for this section of Briargate, the applicant has mimicked the labeling of 7P which was recorded in 2015 with an A and B lot. Alderman Jerome made the motion to approve the application by Whisper Lake Golf Syndicate with the stated changes. Motion was seconded by Alderman Payne.

Roll call was as follows:

ALDERMAN	VOTED
Alderman Jerome	YES
Alderman Kelly	YES
Alderman Hoots	ABSENT
Alderman Payne	YES
Alderman Gallagher	YES
Alderman Wheeler	YES
Alderman Flores	YES

Having received a majority of affirmative votes, Mayor Musselwhite declared that the motion was carried on the 5th day of July, 2022.

A copy of the staff report and plat is attached and fully incorporated to these minutes.

Item #2 Application by M & R Associates for subdivision approval of Pinewood Phase 7

Mrs. Choat-Cook stated that the applicant is requesting subdivision approval for Pinewood Subdivision Phase 7, south of Stateline Road between Getwell Road and Tchulahoma Road. This phase consists of 33.224 acres of property and includes 57 residential lots showing a minimum lot size of 9,090 sq. ft. and three (3) common open spaces. The road system shown in this phase is an extension of the phase to the east and connection to the new phases to the south. The common opens spaces are shown as larger tracts of land which were approved in the overall PUD as useable space. Lot 499, which encompasses 7.283 acres, is at the north end of the site where the existing TVA lines are situated. The applicant has

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created a walkable open space with trail in this area. Accessibility to this open space is shown via lot 398 which is also shown as a common open space located between residential lots 397 and 399. The other open space is shown as an open park area which encompasses 9.780 acres. Mrs. Choat-Cook stated that the application submitted complies with the overall master plan for Pinewood Subdivision in terms of the lot sizes and road systems. The required rental clause note has been placed on the plat for recording which was called out by the Board of Alderman. The PUD requirements also require call outs for carriage load only lots which have been identified by the applicant in the data table. This phase also includes a portion of the second point of access into the site from Tchulahoma Road. Staff has already recommended that this become the new construction entrance to allow for the Getwell Road side to be cleaned up and finished for the residents on that side of the development, the applicant has agreed. Staff's only comment would be regarding landscaping of the open spaces for residential use. It is staff's request that the applicant provide a planting plan similar to the one submitted and approved for Pinewood North for the park areas so that they are not just grassed areas. Additionally, the applicant should provide staff a planting and/or trail plan for the TVA area open space. Alderman Payne made the motion to approve the application by M&R Associates with the above stated comments. Motion was seconded by Alderman Flores.

Roll call was as follows:

ALDERMAN	VOTED
Alderman Jerome	YES
Alderman Kelly	YES
Alderman Hoots	ABSENT
Alderman Payne	YES
Alderman Gallagher	YES
Alderman Wheeler	YES
Alderman Flores	YES

Having received a majority of affirmative votes, Mayor Musselwhite declared that the motion was carried on the 5th day of July, 2022.

A copy of the staff report and plat is attached and fully incorporated to these minutes.

Item #3 Application by M & R Associates for subdivision approval of Pinewood Phase 8

Mrs. Choat-Cook stated that the applicant is requesting subdivision approval for Pinewood Subdivision Phase 8, south of Stateline Road between Getwell Road and Tchulahoma Road. This phase consists of 23.820 acres of property and includes 59 residential lots showing a minimum lot size of 9,090 sq. ft. and two (2) common open spaces. The road system shown in this phase is an extension of the phase to the east and connection to the new phases to the south. The common opens spaces are shown as a larger tracts of land which was approved in the overall PUD as useable space and a connecting green space. Lot 498, which

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encompasses 5.856 acres, is at the north end of the site where the existing TVA lines are situated. The applicant has created a walkable open space with trail in this area. Accessibility to this open space is shown via lot 483 which is also shown as a common open space located between residential lots 482 and 484. Mrs. Choat-Cook stated that the application submitted complies with the overall master plan for Pinewood Subdivision in terms of the lot sizes and road systems. The required rental clause note has been placed on the plat for recording which was called out by the Board of Alderman. The PUD requirements also require call outs for carriage load only lots which have been identified by the applicant in the data table. This phase also includes a portion of the second point of access into the site from Tchulahoma Road. Staff has already recommended that this become the new construction entrance to allow for the Getwell Road side to be cleaned up and finished for the residents on that side of the development, the applicant has agreed. Staffs only comment would be regarding landscaping of the open spaces for residential use. It is staff request that the applicant provide a planting plan similar to the one submitted and approved for Pinewood North for the park areas so that they are not just grassed areas. Alderman Payne made the motion to approve the application by M&R Associates with the above stated changes. Motion was seconded by Alderman Kelly.

Roll call was as follows:

ALDERMAN	VOTED
Alderman Jerome	YES
Alderman Kelly	YES
Alderman Hoots	ABSENT
Alderman Payne	YES
Alderman Gallagher	YES
Alderman Wheeler	YES
Alderman Flores	YES

Having received a majority of affirmative votes, Mayor Musselwhite declared that the motion was carried on the 5th day of July, 2022.

A copy of the staff report, vicinity map, and plat is attached and fully incorporated to these minutes.

Item #4 Request for a Scrivener's Error for Rasco Farms Section D Lot 297

Mrs. Choat-Cook stated that there was an error on the boundary lines of lot 297 that left a gap of approximately 100 square feet at the north end. This request will correct the linear distance and take in the 100 square feet. Alderman Payne made the motion to approve the scrivener's error. Motion was seconded by Alderman Flores.

Roll call was as follows:

ALDERMAN	VOTED
Alderman Jerome	YES

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Alderman Kelly	YES
Alderman Hoots	ABSENT
Alderman Payne	YES
Alderman Gallagher	YES
Alderman Wheeler	YES
Alderman Flores	YES

Having received a majority of affirmative votes, Mayor Musselwhite declared that the motion was carried on the 5th day of July, 2022.

A copy of the final plat is attached and fully incorporated to these minutes.

Item #5 Request for a Scrivener's Error for Southcrest Lot 15A

Mrs. Choat-Cook stated that they are abandoning an existing sewer easement in the Southcrest Subdivision Lot 15A and realigning it over to the west side of the lot. Alderman Jerome made the motion to approve the scrivener's error. Motion was seconded by Alderman Payne.

Roll call was as follows:

ALDERMAN	VOTED
Alderman Jerome	YES
Alderman Kelly	YES
Alderman Hoots	ABSENT
Alderman Payne	YES
Alderman Gallagher	YES
Alderman Wheeler	YES
Alderman Flores	YES

Having received a majority of affirmative votes, Mayor Musselwhite declared that the motion was carried on the 5th day of July, 2022.

A copy of the final plat is attached and fully incorporated to these minutes.

Item #6 Request to vacate rear lot easement for Ole Meadows Lot 16a

Mrs. Choat-Cook stated that this request is to vacate the 10 foot general utility easement on the rear of lot 16a of Old Meadow Subdivision which is on the west side of Garden Road and south of where we vacated College Road Extension. Mrs. Choat-Cook stated that all residential lots have a 10 foot utility easement on the front and rear and 5 foot on both sides. The individual that owns the property behind the applicant wants to place his house in the midst of where the line would be and the easement would have to be vacated and to make sure there are no utilities in place so that it can be adjusted on the plat. Letters have been submitted from water, sewer, electrical, gas, Comcast, and BellSouth with no issues. Alderman Flores made the motion to approve vacating the 10 foot utility easement on the rear of lot 16a. Motion was seconded by Alderman Jerome.

Roll call was as follows:

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ALDERMAN	VOTED
Alderman Jerome	YES
Alderman Kelly	YES
Alderman Hoots	ABSENT
Alderman Payne	YES
Alderman Gallagher	YES
Alderman Wheeler	YES
Alderman Flores	YES

Having received a majority of affirmative votes, Mayor Musselwhite declared that the motion was carried on the 5th day of July, 2022.

A copy of the warranty deed is attached and fully incorporated to these minutes.

MAYOR'S REPORT

REVISED PURCHASE POLICY AND PURCHASING AGENT RESOLUTIONS

These resolutions are revised to reflect the revision to Miss. Code 31-7-13 (effective July 1st) which allows for two (2) written bids to be received up to \$75k and seek bids over \$75k. The Board of Alderman considered the following resolutions:

RESOLUTION OF THE MAYOR AND BOARD OF ALDERMEN OF THE CITY OF SOUTHAVEN, MISSISSIPPI ADOPTING PURCHASING POLICY

WHEREAS, the City of Southaven ("City") desires to comply with Mississippi Code Sections 31-7-1 and 31-7-13 for the purchases for all commodities and printing; contracts for garbage collection or disposal; contracts for solid waste collection or disposal; contracts for sewage collection or disposal; contracts for public construction; and contracts for rentals; and

WHEREAS, the City Governing Authorities have reviewed the City Purchase Policy as attached hereto as Exhibit A; and

WHEREAS, based on the review of the Policy and the Policy's guidelines, along with the authority provided by the Policy to the City Department Heads to purchase those commodities which are below \$75,000.00 provided that strict compliance is adhered to under Mississippi Code 31-7-13(a) and (b); and

WHEREAS, the City Governing Authorities desire to adopt the Policy as provided in Exhibit A; and

NOW, THEREFORE, BE IT ORDERED by the Mayor and Board of Aldermen of the City of Southaven, Mississippi as follows, to wit:

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1. The City Purchase Policy, as set forth in Exhibit A, is hereby adopted by the City and shall be incorporated in the City minutes.
2. The Mayor, City Administrator, City Clerk and City Department Heads are hereby authorized to take all actions to effectuate the intent of this Resolution and City Purchase Policy.

Following the reading of this Resolution, it was introduced by Alderman Payne and seconded by Alderman Gallagher. The Resolution was then put to a roll call vote and the results were as follows, to-wit:

Alderman William Jerome	YES
Alderman Kristian Kelly	YES
Alderman George Payne	YES
Alderman Joel Gallagher	YES
Alderman John David Wheeler	YES
Alderman Raymond Flores	YES
Alderman Charlie Hoots	ABSENT

RESOLVED AND DONE this 5th day of July, 2022.

EXHIBIT A

PURCHASE POLICY AND PROCEDURES

CITY OF SOUTHAVEN

Top of Mississippi

8710 Northwest Drive
662.393.6939

Southaven, MS 368671



CITY OF SOUTHAVEN
PURCHASE POLICY
Revision Date: 7/5/2022

- **\$0-\$5,000**...Department Head's Responsibility for Competitive Pricing - Itemized Invoice Required
- Purchase Order Number Optional

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- **\$5,000-\$75,000...**Department should acquire 2 Written Bids and submit to City Clerk with Requisition for Purchase Order Number prior to order. Purchase orders above \$10,000 will require City Administrator's approval prior to order.
- **Above \$75,000...**Bids Required with Board Approval

*All contracts and service agreements must be approved by the Board.

*Contracts should be kept in the department and City Clerk's files, without exception, and a copy forwarded to the Mayor.

*Professional Service Providers with an ongoing relationship providing service to the city need a general service contract regardless of the dollar amount.

*Sole-Source Providers are still subject to rules and Board approval even though multiple bids are not available.

*Term Bid Contracts will still require an estimate and PO number for purchases above \$5,000. These contracts are labor contracts so materials are still subject to other purchase laws.

*Demand Checks and Claim Settlements must be approved by the Board and Mayor.

*Department Heads should proceed with the lowest and best bid and document in detail on the bid in situations when the lowest bid is not deemed to be the best, as well as provide the reasoning to the Mayor and Board for approval.

*Munis entries should always have details and indicate if a purchase is project-specific.

*Department Heads should make continuous recommendations to the Mayor, as needed, regarding the quality of services by contractors being used by their respective departments.

RESOLUTION OF THE CITY OF SOUTHAVEN GOVERNING AUTHORITIES FOR PURCHASE AUTHORITY

WHEREAS, the City of Southaven Governing Authorities ("City") desire to comply with Mississippi Code Sections 31-7-1 and 31-7-13 for the purchases for all commodities; and

WHEREAS, the City desires to designate purchasing agents pursuant to Mississippi Code 31-7-13(b) and allow for the purchasing agents to accept the lowest competitive written bid for commodities under Seventy-Five Thousand Dollars (\$75,000.00); and

WHEREAS, a minimum of two (2) written and signed bids shall be required for those purchases of commodities, which involve an expenditure of more than Five Thousand Dollars (\$5,000.00) but not more than Seventy-Five Thousand Dollars (\$75,000.00), unless such item is exempt pursuant to Mississippi Code 31-7-13; and

NOW, THEREFORE, BE IT ORDERED by the City Governing Authorities as follows, to wit:

1. In addition to the City Clerk and Deputy City Clerks, the City Department Heads of City Department are designated as purchasing agents for the City.

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2. The City Clerk, Deputy City Clerks, and City Department Head and not the City Governing Authority, shall be liable for any penalties and/or damages as may be imposed by law for any act or omission constituting a violation of law in accepting any bid without approval by the governing authority.
3. The City Clerk, Deputy City Clerks, and City Department Heads are authorized to take all action to effectuate the intent of this Resolution. Following the reading of this Resolution, it was introduced by Alderman Payne and seconded by Alderman Gallagher. The Resolution was then put to a roll call vote and the results were as follows, to-wit:

Alderman Kelly:	YES
Alderman Hoots:	ABSENT
Alderman Jerome:	YES
Alderman Gallagher:	YES
Alderman Wheeler:	YES
Alderman Flores:	YES
Alderman Payne:	YES

RESOLVED AND DONE this 5th day of July, 2022.

Entergy Upgrade to City Lights

Mayor Musselwhite stated that they have been considering many options on ways to improve street lights in the City and previously sought proposals for this project, which were rejected. Entergy presented a plan to replace all of the lights in the City to LED bulbs. Mayor Musselwhite stated that the cost is approximately \$120,000 over a two (2) year period. Mayor Musselwhite added that upon approval, the process will start immediately. After some discussion among the Board, Alderman Gallagher made the motion to approve the costs associated with Entergy of replacing the lights to LED up to \$120,000. Motion was seconded by Alderman Jerome.

Roll call was as follows:

ALDERMAN	VOTED
Alderman Jerome	YES
Alderman Kelly	YES
Alderman Hoots	ABSENT
Alderman Payne	YES
Alderman Gallagher	YES
Alderman Wheeler	YES
Alderman Flores	YES

Minutes, City of Southaven, Southaven, Mississippi

Having received a majority of affirmative votes, Mayor Musselwhite declared that the motion was carried on the 5th day of July, 2022

PERSONNEL DOCKET

Personnel Docket

July 5, 2022

New Hires	Department	Position Title	Start Date	Rate of Pay
Titus James	Parks	Laborer I	7/6/2022	\$15.00
James McAfee	Parks	Laborer I	7/6/2022	\$15.00
Robert Williams	Public Works	Laborer I	TBD	\$15.00
*pending 1 pre-emp screening				
** pending 2 pre-emp screenings				

New Hires	Department	Position Title	Start Date	Rate of Pay
**Stephen L. Smith	Parks	Laborer I	TBD	\$15.00

Promotions	Current Position Title	New Position Title	Effective Date	Rate of Pay
Emergency Communications				
Gary Boisseau	Dispatcher 2	Dispatcher 3	6/20/2022	\$23.24
Mary Seamans	Dispatcher 2	Dispatcher 3	6/20/2022	\$23.24
Joshua Reese	P1	P2	7/4/2022	\$25.50
Lakayla Poindexter	P1	P2	7/4/2022	\$25.50

Stipends	Department	Stipend	Effective Date	Stipend Rate
Daniel Watkins	Fire	HazMat	7/11/2022	\$22.22

Rate Change	Position	Department	Effective Date	New Rate of Pay
Ronnie Bailey	Field Service Tech	Utilities	7/4/2022	\$16.50
Clifton Percy	Field Service Tech	Utilities	7/4/2022	\$16.50
Donnie Young	Field Service Tech	Utilities	7/4/2022	\$16.50
Don Williams	Sewer Tech	Utilities	7/4/2022	\$16.50
Pierre Wells	Field Service Tech	Utilities	7/4/2022	\$16.50
Michael Houston	Locator 1	Utilities	7/4/2022	\$16.50
Charles Morgan	Sewer Tech	Utilities	7/4/2022	\$16.50
	Water Maint.			
Matthew Prewitt	Inspector	Utilities	7/4/2022	\$20.60

Oath of Office

Police

Natalie Lisowski

Resignations/Terminations	Department	Current Position Title	Effective Date	Rate of Pay
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Minutes, City of Southaven, Southaven, Mississippi

Gilmar Fuentes Giron	Parks	Laborer 2	6/21/2022	\$15.00
Jasmine Love	Emergency	Dispatcher 2		
	Communications		6/25/2022	\$22.34
Ronald Lyons	Parks	Laborer 1	7/8/2022	\$15.00
Matthew Perry	Police	P4	7/5/2022	\$28.40
Chris Wamble	Police	Crossing Guard	5/24/2022	\$12.88

Parks Tournaments

New Hires	Position Title	Start Date	Rate of Pay
Josh A. King	Concessions	7/6/2022	\$9.50
Lauren Lott	Gates	7/6/2022	\$9.75
Taylor Morris	Gates	7/6/2022	\$9.75

Resignations/Terminations	Current Position Title	Effective Date	Rate of Pay
Lauren Allen	Concessions	7/6/2022	\$9.50
Laurn Ferguson	Concessions	7/6/2022	\$9.50
Abby Peacock	Tennis Cashier	7/6/2022	\$10.25
Gage Fulwood	Head Supervisor	7/6/2022	\$11.25
Lauren Hardy	Head Supervisor	7/6/2022	\$10.25
Samantha Harwood	Concessions	7/6/2022	\$9.50
Kennedy Holliday	Supervisor	7/6/2022	\$10.25
Evelyn Lopez	Concessions	7/6/2022	\$9.50
Andrew O'Neal	Tennis Cashier	7/6/2022	\$10.25
Mary Ogden	Gates	7/6/2022	\$9.75
Kevin Rico	Gates	7/6/2022	\$9.75
Alan Roper	Gates	7/6/2022	\$9.75
Shelby Shelton	Gift Shop	7/6/2022	\$9.50

Alderman Payne made the motion to approve the Personnel Docket of July 5, 2022 as presented to this Board. Motion was seconded by Alderman Kelly.

Roll call was as follows:

ALDERMAN	VOTED
Alderman Jerome	YES
Alderman Kelly	YES
Alderman Hoots	ABSENT
Alderman Payne	YES
Alderman Gallagher	YES
Alderman Wheeler	YES
Alderman Flores	YES

Having received a majority of affirmative votes, Mayor Musselwhite declared that the motion was carried on the 5th day of July, 2022.

Minutes, City of Southaven, Southaven, Mississippi

CITY ATTORNEY'S LEGAL UPDATE

No Legal Update

UTILITY BILL ADJUSTMENT DOCKET

UTILITY BILL LEAK ADJUSTMENT DOCKET 07/05/22

The addresses below experienced unforeseen circumstances in their utilities for which no benefit was received.

NAME	HOU SE #	STREET	ADJUSTED AMOUNT	REASON FOR LEAK ADJUSTMENT
CHERYL & JACKIE BEACH	836	FLOWER CREEK CV	(117.12)	TOILET LEAK
DONNA GOGGANS	7548	CLARKFIELD PL	(107.36)	TOILET LEAK
CHARLOTTE GENTRY	7416	CHIPPENDELL DR	(14.82)	POOL ADJUSTMENT
BOBBY JOHNSON	1887	MS VALLEY BLVD	(19.64)	POOL ADJUSTMENT
MARK MULLINS	483	CHASE CV	(41.99)	POOL ADJUSTMENT
HUGH JOHNSON	1761	FORREST DRIVE	(263.52)	TOILET LEAK
REBECCA WEBSTER	2937	WALKING DOG LN	(107.36)	TOILET LEAK
DAVID A THOMPSON	4625	DIXIE LYNN DR	(19.76)	POOL ADJUSTMENT
GLOVER BRAD	7759	AUBURN CV	(17.29)	POOL ADJUSTMENT
JUAN ARMENTA	1864	COLONIAL HILLS	(24.70)	POOL ADJUSTMENT
MEALS BRITNEY	934	MECKLENBURG	(12.35)	POOL ADJUSTMENT
SHAUN KEITH	911	VALLEY SPRINGS	(14.82)	POOL ADJUSTMENT
KIRK DENDY	4455	WINDSLET CV	(185.44)	POOL LEAK AT LIGHT SOURCE
JACKIE MCMAHAN	1732	SPRINGFIELD	(19.76)	POOL ADJUSTMENT
FELECIA CHEW	7102	GOLDEN LOOP W	(46.93)	POOL ADJUSTMENT
LATISE TATE	8391	LAKESHORE DR	(96.33)	POOL ADJUSTMENT
LANCE CINDY	2321	GREEN CLIFF DR	(79.04)	POOL ADJUSTMENT
MATT DAVIS	4541	ABERTON	(116.09)	POOL ADJUSTMENT
DEBORAH NICHOLS	1702	BROOKHAVEN	(29.64)	POOL ADJUSTMENT
SUZANNE GUTTU	811	FARMINGTON DR N.	(44.46)	POOL ADJUSTMENT
CHELSY ELDRED	7266	THORNFIELD CV	(24.70)	POOL ADJUSTMENT
AMANDA HOLLAND	330	CLARINGTON	(108.06)	POOL ADJUSTMENT
MELISSA FINLEY	8057	GREENBROOK PKWY	(141.52)	TOILET LEAK
RUTH MOTON	1945	PECAN MEADOW	(81.51)	POOL ADJUSTMENT
LAUREN MCGINNIS	7621	LILLY DR	(12.35)	POOL ADJUSTMENT

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FOWLER CHERRY	3581	NEW POINTE DR S	(81.51)	POOL ADJUSTMENT
WILLIAMS CHAUNTAY	1574	GOLDEN OAKS LOOP S	(29.64)	POOL ADJUSTMENT
JEREMY FORTNER	2726	CHERRY TREE DR	(79.04)	POOL ADJUSTMENT
GREG DICKERSON	5829	TCHULAHOMA RD	(102.04)	LEAK IN LINE NEAR HOUSE
LA QUINTA AND RODNEY WALKER	5606	ALEXANDRIA LN	(102.48)	TOILET LEAK
CATHERINE BOBO	5432	DOE LANE	(69.16)	POOL ADJUSTMENT
JONATHAN CARTER	4131	BRAMBLE CREST DR	(22.23)	POOL ADJUSTMENT
LISA MARTIN	2523	COLLEGE RD	(64.22)	POOL ADJUSTMENT
ROBBY ANDERSON	2020	GREENCLIFF DR	(151.28)	LEAK UNDER FLOWER BED
STEVE DEATON	3635	STATELINE RD E	(76.57)	POOL ADJUSTMENT
JESSIE LESTER	2012	LESTER RD	(370.88)	SERVICE LINE LEAK
MARY RODERICK	8408	BOONEVILLE	(19.76)	POOL ADJUSTMENT
RUBY ROBINSON	201	STATELINE RD	(228.03)	TOILET LEAK
YOUNG RAY	3526	ROMAN FOREST DR	(59.28)	POOL ADJUSTMENT
WINN MARILYN	7195	BROKEN OAK CIR W	(61.75)	POOL ADJUSTMENT
AKRE ENTERPRISE	4032	STATELINE RD W	(1243.13)	SERVICE LINE LEAK UNDER THE SLAB @ CAR WASH
MARCHAND PHILLIP	1991	TCHULAHOMA RD	(64.22)	POOL ADJUSTMENT
PATRICK BASKIN	2284	LEGENDS DR	(93.86)	POOL ADJUSTMENT
JAMES GENTRY	2183	KINDLEWOOD	(9.88)	POOL ADJUSTMENT
TODD WILLIS	4840	DAVIS RD	(106.21)	POOL ADJUSTMENT
PENDERGRASS RODNEY & LISA	1840	WINDY LN	(17.29)	POOL ADJUSTMENT
AMADO CALDERON	1242	RICHLAND DR	(151.28)	LEAK UNDER SLAB
PATRICK BADON	1284	VICKSBURG DR	(141.52)	TOILET LEAK
SEARVY STRONG	7879	GREENBROOK PKWY	(113.62)	POOL ADJUSTMENT
RODNEY NARAMORE	5020	WILDWOOD DR	(51.87)	POOL ADJUSTMENT
ALETHA HENDRIX	8201	PARK PIKE	(19.76)	POOL ADJUSTMENT
BRAD LANTRIP	7674	GALLANT FOX CV	(19.76)	POOL ADJUSTMENT
FP ASHWELL	8374	DEEP WELL PL	(32.11)	POOL ADJUSTMENT
		TOTAL	(4781.73)	

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A motion was made by Alderman Payne to approve the Utility Bill Adjustment Docket of July 5, 2022 in the amount of \$4,781.73. Motion was seconded by Alderman Flores.

Roll call was as follows:

ALDERMAN	VOTED
Alderman Jerome	YES
Alderman Kelly	YES
Alderman Hoots	ABSENT
Alderman Payne	YES
Alderman Gallagher	YES
Alderman Wheeler	YES
Alderman Flores	YES

Having received a majority of affirmative votes, Mayor Musselwhite declared that the motion was carried on the 5th day of July 2022.

CLAIMS DOCKET

A motion was made by Alderman Payne to approve the Claims Docket of July 5, 2022 in the amount of \$1,845,210.42. Motion was seconded by Alderman Flores.

Excluding voucher numbers:

381936,381979,382009,382010,382029,382053,382102,382103,382105,382113,382124,382129,382145,382151,382188,382223,382282,382367,382373,382472,382487,382488,382501,382505,382506,382508,382509,382513,382514,382519,382526,382527,382528,382530,382531,382532,382533,382536,382537,382538,382540

Roll call was as follows:

ALDERMAN	VOTED
Alderman Jerome	YES
Alderman Kelly	YES
Alderman Hoots	ABSENT
Alderman Payne	YES
Alderman Gallagher	YES
Alderman Wheeler	YES
Alderman Flores	YES

Having received a majority of affirmative votes, Mayor Musselwhite declared that the motion was carried and approved for payment on the 5th day of July, 2022.

EXECUTIVE SESSION

A copy of the Executive Session Minutes are maintained in the City Clerk's Office.

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There being no further business to come before the Board of Aldermen, a motion was made by Alderman Kelly to adjourn. Motion was seconded by Alderman Jerome. Motion was put to a vote and passed unanimously July 5, 2022 at 7:10 p.m.

Darren Musselwhite,
Mayor

Andrea Mullen,
City Clerk
(Seal)

All exhibits and attachments are electronically filed in the City Clerk's Office.