

Minutes, City of Southaven, Southaven, Mississippi



**MEETING OF THE MAYOR AND BOARD OF ALDERMEN
SOUTHAVEN, MISSISSIPPI
CITY HALL
January 7, 2025
6:00 PM
AGENDA**

- 1. Call To Order**
- 2. Invocation**
- 3. Pledge Of Allegiance**
- 4. Approval of Minutes: December 17, 2024**
- 5. Contract with Comcast for SPD**
- 6. Approval of Final Summary Change Order for Traffic Signal Improvements Project**
- 7. Award of Contract for Cherry Valley Park Pump Track and Skate Park**
- 8. Agreements with JPMorgan Chase and Ticketmaster**
- 9. Approval of Engagement for Continuing Resolution**
- 10. Planning Agenda**
- 11. Mayor's Report**
- 12. Donation Docket**
- 13. Personnel Docket**
- 14. City Attorney's Legal Update**
- 15. Utilities Billing Leak Adjustment Docket**
- 16. Claims Docket**
- 17. Executive Session: Litigation/Claims by and against the City involving City Infrastructure, SPD, SFD;
 Economic Development; Interdepartmental Personnel with No Action**

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

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**MINUTES OF THE REGULAR MEETING
OF January 7, 2025
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 7th January, 2025 at six o'clock (6:00) p.m. at City Hall.

Present were:

George Payne	Alderman At Large
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Charlie Hoots	Alderman, Ward 2
William Jerome	Alderman, Ward 3
Joel Gallagher	Alderman, Ward 4
John David Wheeler	Alderman, Ward 5
Raymond Flores	Alderman, Ward 6

Absent were:

Kristian Kelly	Alderman, Ward 1
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Also present were Mayor Musselwhite, Ashley Ford, Assistant 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 Hoots to approve the Minutes of the Regular Meeting of December 17, 2024 with any corrections, deletions, or additions necessary. Motion was seconded by Alderman Jerome. Motion was put to a vote and passed unanimously.

CONTRACT WITH COMCAST FOR SPD

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

Mr. Manley stated that this contract is for the phone service for the Veteran's Drive offices for the City Police Department. The current carrier lines are older circuit lines, were continually going up in price and no longer had government regulations on them; thus, the reason for the change. The monthly charge is \$223.95 and a one-time charge of \$129.95. Alderman Hoots made the motion to authorize Chief Brent Vickers to sign the contract. Motion was seconded by Alderman Jerome.

Roll call was as follows:

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

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Alderman Wheeler	YES
Alderman Flores	YES

Having received a majority of affirmative votes, Mayor Musselwhite declared that the motion was carried on the 7th day of January, 2025.

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

APPROVAL OF FINAL SUMMARY CHANGE ORDER FOR TRAFFIC SIGNAL IMPROVEMENTS PROJECT

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

Mr. Cordell stated that this final summary change order for traffic signal improvements is a decrease in the amount of \$45,210.20 which lowers the cost of the project to \$682,279.80. Alderman Gallagher made the motion to authorize Mayor Musselwhite to sign the change order. Motion was seconded by Alderman Flores.

Roll call was as follows:

ALDERMAN	VOTED
Alderman Kelly	ABSENT
Alderman Hoots	YES
Alderman Jerome	YES
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 7th day of January, 2025.

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

AWARD OF CONTRACT FOR CHERRY VALLEY PARK PUMP TRACK AND SKATE PARK

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

Mr. Cordell stated that at the prior meeting, the Board authorized discussions with American Ramp Company (highest rated proposer) regarding its proposal for the Cherry Valley Skate Park. American Ramp Company has confirmed its proposal and review has been conducted by Civil Link. The recommendation is to award the contract to American Ramp Company in the amount of \$900,000.00. Alderman Hoots made the motion to accept the bid by American Ramp Company and authorize Mayor Musselwhite to sign all contract documents associated with the project. Motion was seconded by Alderman Payne.

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Roll call was as follows:

ALDERMAN	VOTED
Alderman Kelly	ABSENT
Alderman Hoots	YES
Alderman Jerome	YES
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 7th day of January, 2025.

A copy of the award recommendation letter is attached and fully incorporated into these minutes.

AGREEMENTS WITH JPMORGAN CHASE AND TICKETMASTER

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

Mr. Manley stated that this agreement with JPMorgan is needed for the City to accept credit card payments at the BankPlus Amphitheater. Alderman Flores made the motion to authorize Andrea Glaude to sign the contract documents contingent upon the revisions in accordance with Mississippi Law and once the documents are signed, they will be entered into the minutes. Motion was seconded by Alderman Wheeler.

Roll call was as follows:

ALDERMAN	VOTED
Alderman Kelly	ABSENT
Alderman Hoots	YES
Alderman Jerome	YES
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 7th day of January, 2025.

APPROVAL OF ENGAGEMENT FOR CONTINUING RESOLUTION

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

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Mr. Manley stated that approval is needed to authorize Butler Snow to complete the City’s FY 2024 Continuing Disclosure reporting as required by the SEC Rule 15c2-12. The fee (\$3,000.00) is the same as prior years and will work with Andrea G. to ensure the City is in compliance with the SEC Rule for the issuance of bonds. Alderman Flores made the motion to authorize Mayor Musselwhite to sign the continuing disclosure with Butler Snow. Motion was seconded by Alderman Payne.

Roll call was as follows:

ALDERMAN	VOTED
Alderman Kelly	ABSENT
Alderman Hoots	YES
Alderman Jerome	YES
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 7th day of January, 2025.

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

PLANNING AGENDA

No Planning Agenda

MAYOR’S REPORT

Mayor Musselwhite stated that inclement weather is approaching and the Police and Public Works Department are fully prepared to keep operations running smoothly.

DONATION DOCKET

DONATION DOCKET 01/07/2025					
Date of Donation	Donation Item	Money Donation	Person / Entity Making Donation	Department	Budget Code
12/30/2024	Check	\$2,000.00	KIMBERLY MONKMAN	Animal Shelter	511-611000
Total		\$2,000.00			

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Alderman Payne made the motion to approve the Personnel Docket of January 7, 2025 as presented to this Board. Motion was seconded by Alderman Jerome.

Roll call was as follows:

ALDERMAN	VOTED
Alderman Kelly	ABSENT
Alderman Hoots	YES
Alderman Jerome	YES
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 7th day of January, 2025.

PERSONNEL DOCKET

Personnel Docket

January 7, 2025

New Hire	Department	Position Title	Start Date	Rate of Pay
Jesse Arnold	Fire	Fire Fighter II	TBD	\$19.22
Catlin Carlisle	Fire	Medic I	TBD	\$24.87
Nathan Deline	Fire	Fire Fighter II	TBD	\$19.22
Kenny Hall	Fire	Fire Fighter II	TBD	\$19.22
Kobe Taylor	Utility	Locator	TBD	\$16.75

Promotion	Current Position Title	New Position Title	Effective Date	Rate of Pay
Becky Paradis	Dispatch 1	Dispatch 2 Police Patrol Officer	1/1/2025	\$26.50
Katterria Moore	Police Officer 2	3	1/13/2025	\$28.95
Jacob Adcock	Sergeant	Lieutenant	1/13/2025	\$34.97
Michael Gaines	Police Officer 4	Sergeant	1/13/2025	\$32.77

Resignations/Terminations	Department	Current Position Title	Effective Date	Rate of Pay
Cody Willoughby (not hired)	Public Works	Laborer Sports Center	1/7/2025	\$16.75
Karen White	Parks	Supervisor	1/7/2025	\$23.77
Tiernan O'Donovan	Fire	Paramedic	12/27/2024	\$24.87

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Alderman Payne made the motion to approve the Personnel Docket of January 7, 2025 as presented to this Board. Motion was seconded by Alderman Gallagher.

Roll call was as follows:

ALDERMAN	VOTED
Alderman Kelly	ABSENT
Alderman Hoots	YES
Alderman Jerome	YES
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 7th day of January, 2025.

CITY ATTORNEY’S LEGAL UPDATE

Mr. Manley stated that the City Clerk’s Office has reached out to four (4) different printing companies for a quote to print 38,000 voter registration cards. However, only one of these companies, Absolute Printing, provided a quote. The total cost to print, insert, and mail 38,000 voter registration cards will be \$9,850.00 plus estimated postage of \$25,840.00 = \$35,690.00. Due to necessity of providing these cards in plenty of time before the primary/election, the Clerk’s Office is requesting for this to be an emergency purchase due to the delay of providing these cards, which will be caused by advertising for bids. The resolution sets forth the facts and reasoning.

**RESOLUTION FOR EMERGENCY PURCHASE BY CITY
CLERK’S OFFICE**

WHEREAS, the City of Southaven (“City”) Clerk (“City Clerk”) is required to provide voter registration cards to all eligible City voters; and

WHEREAS, due to the City’s recent redistricting, these voter registration cards are vital to ensure the City citizens are aware of their respective ward and voting precinct; and

WHEREAS, due to the upcoming City Primary and City Election, the voter registration cards need to be provided as soon as possible; and

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WHEREAS, the City Clerk's Office attempted to obtain four (4) bids for the printing, inserting, and mailing of the 38,000 voter registration cards; and

WHEREAS, the City Clerk was only able to procure one (1) quote in the amount of \$9,850.00 plus estimated postage of \$25,840.00, as the other three (3) entities were not able to provide a quote, for a total cost of \$35,690.00; and

WHEREAS, the City has been unable to obtain other quotes from any other company for the voter registration cards and due to the necessity of providing the cards in sufficient time before the City Primary and City Election, the City needs to expeditiously provide the cards to the City citizens; and

WHEREAS, the City Governing Authorities find that an emergency exists in regard to the providing of the voter registration cards, as the City does not have the required time to solicit bids via publication, as such delay caused by publication would jeopardize the City Clerk providing the voter registration cards to the City citizens in sufficient time before the primary and election, which could create voter confusion for the City Elections; and

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY, ACTING FOR AND ON BEHALF OF THE CITY, AS FOLLOWS:

SECTION 1. Based on the reasons set forth above, the City Governing Authorities, in accordance with Mississippi Code Annotated 31-7-13(k) authorize the purchase and contracting with Absolute Printing for the printing, inserting, and mailing of the 38,000 voter registration cards in the amount of \$9,850.00 plus an additional estimated amount of \$25,840.00 for postage for a total of \$35,690.00.

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SECTION 2. On behalf of the City, the Mayor, the City Clerk, the City Finance Director, or their designee are authorized to take all actions to effectuate the intent of this Resolution.

Following the reading of the foregoing resolution, Alderman Hoots made the motion to adopt the Resolution and Alderman Jerome seconded the motion for its adoption. The Mayor put the question to a roll call vote and the result was as follows:

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

UTILITY BILL ADJUSTMENT DOCKET

UTILITIES BILL LEAK ADJUSTMENT DOCKET 01/07/2025						
The addresses below experienced unforeseen circumstances in their utilities for which no benefit was received.						
1	RESIDE NT	GLEN WILSON	7701	DEERFIELD CV	(205.58)	TOILE T LEAK
2	RESIDE NT	PATRICIA DALLAHITE	7584	LILLY DR	(76.05)	TOILE T LEAK
3	RESIDE NT	SARA FRAZIER	4070	PINEHURST BLVD	(251.55)	LEAK ON SERVI CE LINE AND TOILE T
4	RESIDE NT	ANGELA MAYBERRY	8290	BARBERRY PLACE	(96.19)	TOILE T LEAK
5	RESIDE NT	CHAD REINHARDT	1586	TOWN &COUNTRY	(152.10)	SERVI CE LINE LEAK

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6	RESIDE NT	RAE RODGERS	7155	LYNNEASE	(342.41)	SERVI CE LINE LEAK
7	RESIDE NT	JAY MAVROMATIS	6970	FOX CHASE DR	(87.75)	TOILE T LEAK
8	RESIDE NT	JESSICA BRADEN	2388	ASHLAND DR	(46.80)	LEAK ON SERVI CE LINE
9	RESIDE NT	TODD RICHARDSON	5341	SAVANNAH PKWY	(58.90)	TOILE T LEAK
10	COMM ERCIAL	CROWN OF LIFE CHURCH	6717	MALONE RD	(182.38)	TOILE T LEAK
11	RESIDE NT	DAVID HOWARD	1849	GILLESS POINT S	(34.68)	SERVI CE LINE LEAK
12	RESIDE NT	AUDREY HOYT	5775	PLUM TREE	(53.28)	POOL ADJUS TMEN T
13	RESIDE NT	DIANE AVERESCH	4770	DUSTIN S	(121.36)	POOL ADJUS TMEN T
14	RESIDE NT	DONNA MONROE	3601	BELLE POINTE DR	(234.00)	MAIN DRAIN SEAL IN POOL
15	RESIDE NT	STEVEN LUTTRELL	3350	PLUM POINT DR. E	(157.95)	TOLIE T AND SERVI CE LINE LEAK
					(2100.98)	

Alderman Payne made the motion to approve the Utility Bill Adjustment Docket of January 7, 2025 in the amount of \$2,100.98. Motion was seconded by Alderman Jerome.

Roll call was as follows:

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ALDERMAN	VOTED
Alderman Kelly	ABSENT
Alderman Hoots	YES
Alderman Jerome	YES
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 7th day of January , 2025.

CLAIMS DOCKET

A motion was made by Alderman Payne to approve the Claims Docket of January 7, 2025 in the amount of \$4,326,741.25. Motion was seconded by Alderman Flores.

Excluding voucher numbers:

433241, 433242, 433243, 433244, 433245, 433246, 433247, 433248, 433249, 433250, 433251, 433252, 433253, 433254, 433255, 433256, 433257, 433258, 433259, 433260, 433261

Roll call was as follows:

ALDERMAN	VOTED
Alderman Kelly	ABSENT
Alderman Hoots	YES
Alderman Jerome	YES
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 7th day of January, 2025.

EXECUTIVE SESSION

A copy of the executive session minutes are maintained in the City Clerk's Office.