

Minutes, City of Southaven, Southaven, Mississippi



**MEETING OF THE MAYOR AND BOARD OF ALDERMEN
SOUTHAVEN, MISSISSIPPI
CITY HALL
April 5, 2016
6:00 p.m.
AGENDA**

1. Call To Order
2. Invocation
3. Pledge Of Allegiance
4. Approval Of Minutes: Special Meeting March 22, 2016
5. Change Order MEMA/FEMA
6. Request for Authority to Advertise and Receive Rubbish Collection Bids
7. Proposal by ProTech for Southaven ITEC Department
8. Resolution Granting Authority To Clean Private Property
9. Request for Donation of Southaven Arena for Horn Lake Marine JROTC Awards Banquet, May 11, 2016
10. Planning Agenda: Item #1 Application by South and Son Construction Company to revise South Commercial Subdivision on the south side of WE Ross Pkwy., west of Pepperchase Drive
Item #2 Application by Central Church for Design Review of a new site located on the east side of Getwell Road, north of Goodman Road
11. Mayor's Report
12. Citizen's Agenda
13. Personnel Docket
14. City Attorney's Legal Update
15. Claims Docket
16. Executive Session: Claims against City Infrastructure, Sale of City Property

Any citizen wishing to comment on the above items may do so. Items may be added to or omitted from this agenda as needed.

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MINUTES OF THE REGULAR MEETING OF April 5, 2016 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 Regular Session on the 5th day of April, 2016 at six o'clock (6:00) p.m. at City Hall.

Present were:

William Brooks	Alderman At Large
Kristian Kelly	Alderman, Ward 1
Shirley Kite	Alderman, Ward 2
George Payne	Alderman, Ward 3
Joel Gallagher	Alderman, Ward 4
Scott Ferguson	Alderman, Ward 5
Raymond Flores	Alderman, Ward 6

Also present were Mayor Musselwhite, Andrea Mullen, City Clerk and Nick Manley, City Attorney. Approximately thirty (30) 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 Ferguson. Next, a motion was made by Alderman Payne to approve the minutes of the Special Called Meeting of March 22, 2016 with any corrections, deletions, or additions necessary. There being none the motion was seconded by Alderman Brooks. Motion was put to a vote and passed unanimously.

CHANGE ORDER MEMA / FEMA

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

Change Order No. 6

Mr. Manley stated that this change order does not materially alter the project and is for the rerouting of an underground fire protection water line to a different location due to shallow soil. Alderman Gallagher made the motion to approve the change order in the amount of \$2,990.00. Motion was seconded by Alderman Ferguson. Motion was put to a vote and passed unanimously.

A copy of the change order is attached to these minutes.

Change Order No. 5

Mr. Manley stated that this change order does not materially alter the project and will allow Bluff City Sheet Metal / Metal Contractors to furnish and install (1) 42x18 barometric relief damper with sleeve. Alderman Brooks made the motion to approve the change order in the amount of \$1,150.00. Motion was seconded by Alderman Payne. Motion was put to vote and passed unanimously.

A copy of the change order is attached to these minutes.

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**REQUEST FOR AUTHORITY TO ADVERTISE AND RECEIVE
RUBBISH COLLECTION BIDS**

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

Mr. Manley stated that the current contract with WastePro for collection of rubbish in the City is set to expire on June 30, 2016. Mr. Manley stated that the contract amount will be over \$50,000 and state law requires the City to advertise for bids. Alderman Ferguson made the motion to advertise and receive rubbish collection bids. Motion was seconded by Alderman Kite.

Roll call was as follows:

ALDERMAN	VOTED
Alderman Brooks	YES
Alderman Kelly	YES
Alderman Beshears	YES
Alderman Payne	YES
Alderman Gallagher	YES
Alderman Ferguson	YES
Alderman Flores	YES

Having received a majority of affirmative votes, Mayor Musselwhite declared that the motion was carried on the 5th day of April, 2016.

PROPOSAL BY PROTECH FOR SOUTHAVEN ITEC DEPARTMENT

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

Mr. Manley stated that this agreement will allow Pro Tech to assist the City of Southaven's IT Department with the migration of the new email server to a newer version. Pro Tech's services will be billed as needed and will not exceed \$27,000.00. Alderman Flores made the motion to approve the proposal from Pro Tech. Motion was seconded by Alderman Gallagher.

Roll call was as follows:

ALDERMAN	VOTED
Alderman Brooks	YES
Alderman Kelly	YES
Alderman Beshears	YES
Alderman Payne	YES
Alderman Gallagher	YES
Alderman Ferguson	YES
Alderman Flores	YES

Having received a majority of affirmative votes, Mayor Musselwhite declared that the motion was carried on the 5th day of April, 2016.

A copy of the proposal and scope of services is attached to these minutes.

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RESOLUTION GRANTING AUTHORITY 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: 1395 Jewel Drive, 1676 Custer Drive, 1759 Northfield Drive, 2507 Greencliff Drive, 814 Hackberry Drive, Parcel ID# 108726000 0000603, 2871 Stateline Road West, 8281 Concord Cove, 965 Great Oaks Drive, Parcel ID# 108613060 0000300, Parcel ID# 108613060 0000200, 8505 Bridgewood Drive, Parcel ID# 107929000 0000400, 861 Great Oaks Drive, 5820 Westminister Lane, 916 Keebler Cove, Parcel ID# 207204260 0000200, 1086 Great Oaks Drive, 8040 Southaven Circle West, Parcel ID# 108420040 0000100, Parcel ID# 107931050 0000600, Parcel ID# 107834000 0001805, 9170 Southview Street, Parcel ID# 107931080 0000713, Parcel ID# 208101110 0001500, Parcel ID# 107521100 0011500, 8153 Mary Payton Drive, 1936 Custer Drive, 42 Stonebrook Cove, 7669 Gallant Fox Cove, Parcel ID# 108523160 0000200, 680 Thornwood Drive, 8614 Greenway Road, Parcel ID# 207418160 0000100, Parcel ID# 207418160 0000800, Parcel ID# 207418160 0001600, Parcel ID# 207418160 0001700, Parcel ID# 207418160 0001900, Parcel ID# 207418160 0002700, Parcel ID# 207418160 0003600, Parcel ID# 207418160 0003800, Parcel ID# 207418160 0004100, Parcel ID# 207418160 0005300, Parcel ID# 207418160 0005400, Parcel ID# 207418160 0005500, Parcel ID# 207418160 0005600, Parcel ID# 207418160 0005700, Parcel ID# 207418160 0005900, Parcel ID# 207418160 0006300, Parcel ID# 207418160 0006700, Parcel ID# 207418160 0006800, Parcel ID# 207418160 0006900, Parcel ID# 207418160 0007100, Parcel ID# 207418160

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0007200, Parcel ID# 207418160 0007600, Parcel ID# 207418160 0007700, Parcel ID# 207418160 0007800, Parcel ID# 207418160 0008600, Parcel ID# 207418160 0008800, Parcel ID# 207418160 0008900, Parcel ID# 207418160 0009000, Parcel ID# 207418160 0009100, Parcel ID# 207418160 0009200, Parcel ID# 207418160 0009300, Parcel ID# 207418160 0010200, Parcel ID# 207418160 0010300, Parcel ID# 207418160 0010400, Parcel ID# 207418160 0011400, Parcel ID# 207418160 0011500, Parcel ID# 207418160 0011600 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, April 5, 2016**, 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, April 5, 2016**, 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: **1395 Jewel Drive, 1676 Custer Drive, 1759 Northfield Drive, 2507 Greencliff Drive, 814 Hackberry Drive, Parcel ID# 108726000 0000603, 2871 Stateline Road West, 8281 Concord Cove, 965 Great Oaks Drive, Parcel ID# 108613060 0000300, Parcel ID# 108613060 0000200, 8505 Bridgewood Drive, Parcel ID# 107929000 0000400, 861 Great Oaks Drive, 5820 Westminster Lane, 916 Keebler Cove, Parcel ID# 207204260 0000200, 1086 Great Oaks Drive, 8040 Southaven Circle West, Parcel ID# 108420040 0000100, Parcel ID# 107931050 0000600, Parcel ID# 107834000 0001805, 9170 Southview Street, Parcel ID# 107931080 0000713, Parcel ID# 208101110 0001500, Parcel ID# 107521100 0011500, 8153 Mary Payton Drive, 1936 Custer Drive, 42 Stonebrook Cove, 7669 Gallant Fox Cove, Parcel ID# 108523160 0000200, 680 Thornwood Drive, 8614 Greenway Road, Parcel ID# 207418160 0000100, Parcel ID# 207418160 0000800, Parcel ID# 207418160 0001600, Parcel ID# 207418160 0001700, Parcel ID# 207418160 0001900, Parcel ID# 207418160 0002700, Parcel ID# 207418160 0003600, Parcel ID# 207418160 0003800, Parcel ID# 207418160 0004100, Parcel ID# 207418160 0005300, Parcel ID# 207418160 0005400, Parcel ID# 207418160 0005500, Parcel ID# 207418160 0005600, Parcel ID# 207418160 0005700, Parcel ID# 207418160 0005900, Parcel ID# 207418160 0006300, Parcel ID# 207418160 0006700, Parcel ID# 207418160 0006800, Parcel ID# 207418160 0006900, Parcel ID# 207418160 0007100, Parcel ID# 207418160 0007200, Parcel ID# 207418160 0007600, Parcel ID# 207418160 0007700, Parcel ID# 207418160 0007800, Parcel ID# 207418160 0008600, Parcel ID# 207418160 0008800, Parcel ID# 207418160 0008900, Parcel ID# 207418160**

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0009000, Parcel ID# 207418160 0009100, Parcel ID# 207418160 0009200, Parcel ID# 207418160 0009300, Parcel ID# 207418160 0010200, Parcel ID# 207418160 0010300, Parcel ID# 207418160 0010400, Parcel ID# 207418160 0011400, Parcel ID# 207418160 0011500, Parcel ID# 207418160 0011600 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 Brooks and seconded by Alderman Kelly. The Resolution was then put to a roll call vote and the results were as follows, to-wit:

ALDERMAN

Alderman William Brooks
Alderman Kristian Kelly
Alderman Shirley Kite
Alderman George Payne
Alderman Joel Gallagher
Alderman Scott Ferguson
Alderman Raymond Flores

VOTED

voted: YES
voted: YES
voted: YES
voted: YES
voted: YES
voted: YES
voted: YES

The Resolution, having received a majority vote of all Aldermen present, was declared adopted on this, the 5th day of April, 2016.

CITY OF SOUTHAVEN, MISSISSIPPI

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REQUEST FOR DONATION OF SOUTHAVEN ARENA FOR HORN LAKE MARINE JROTC AWARDS BANQUET, MAY 11, 2016

This item was cancelled and not discussed.

PLANNING AGENDA

Planning Agenda presented by Mrs. Whitney Choat-Cook, Planning Director

ITEM #1 Application by South and Son Construction Company to revise South Commercial Subdivision on the south side of WE Ross Pkwy., west of Pepperchase Drive

Alderman Ferguson recused himself and left the room.

Mrs. Choat-Cook stated that the applicant is requesting approval to revise the South Commercial Subdivision. The applicant is requesting to add a lot where the future development was located. Mrs. Choat-Cook stated that there is an existing RV Park on some of these lots and this request will be on the west side of the subdivision. The applicant is submitting a plan to go before the Planning Commission for design review and site plan at the next Planning Commission Meeting. Both lots are needed for the proposed development to have enough acreage to complete it appropriately. Mrs. Choat-Cook stated that this request falls in line with all approvals for future development and recommends approval. Alderman Gallagher made the motion to approve the application by South and Son Construction Company. Motion was seconded by Alderman Kite.

Roll call was as follows:

ALDERMAN	VOTED
Alderman Brooks	YES
Alderman Kelly	YES
Alderman Beshears	YES
Alderman Payne	YES
Alderman Gallagher	YES
Alderman Ferguson	RECUSED
Alderman Flores	YES

Having received a majority of affirmative votes, Mayor Musselwhite declared that the motion was carried on the 5th day of April, 2016.

Alderman Ferguson returned to the room.

ITEM #2 Application by Central Church for Design Review of a new site located on the east side of Getwell Road, north of Goodman Road

Mrs. Choat-Cook stated that this application is for a new church to be located on the east side of Getwell Road, north of Goodman. The applicant is proposing a brick and EIFS building in neutral shades, bricked building façade at main entrance, raised parapet roofline with EIFS covering that has a two toned design

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to match the colors of the building, curved metal roofline at the entrance of the building that will match the building EIFS, and a solid window line with bronze aluminum finish at the entrance. Staff has requested that the canopy be changed to a bronze, receive final clarification on final design, make the appearance of the west side of the building to have a front entrance with a large window line and possibly an arched canopy area to imitate the south side of the building where the actual entrance is, incorporate decorative acorn lighting, include two lights at the entry point on Getwell and two inside the medians on each end of the building on the south side. Staff has requested to work with the applicant administratively on these items. Mrs. Choat-Cook stated that the applicant agreed to all of the requests and approval is recommended. Alderman Payne made the motion to approve the application submitted by Central Church. Motion was seconded by Alderman Kelly.

Roll call was as follows:

ALDERMAN	VOTED
Alderman Brooks	YES
Alderman Kelly	YES
Alderman Beshears	YES
Alderman Payne	YES
Alderman Gallagher	YES
Alderman Ferguson	YES
Alderman Flores	YES

Having received a majority of affirmative votes, Mayor Musselwhite declared that the motion was carried on the 5th day of April, 2016.

A copy of the staff report and site plan is attached to these minutes.

MAYOR'S REPORT

MYC

Mayor Musselwhite gave special thanks to the Mayor's Youth Council for their participation with the Desoto County Cleanup day.

Planning Commission Appointments

Mayor Musselwhite explained to the Board of Alderman the need to appoint a Planning Commission. Mayor Musselwhite asked that the Alderman consider an individual that will make unbiased decisions on what is best for the City.

Clerk's Office – Invoice Scanning

Mayor Musselwhite stated that the Clerk's Office spends a great deal of time scanning in invoices on the Friday prior to every board meeting for the Alderman to review. Mayor Musselwhite asked if the scanned invoices were helpful or if this was a process that could be eliminated. Several of the Aldermen stated that they relied on the scanned invoices in order to review them. Mayor Musselwhite thanked the Board for their feedback and stated that the Clerk's Office would continue to get the invoices scanned in for their review.

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National Library Week

Mayor Musselwhite read the National Library Week Proclamation and proclaimed the week of April 10-16, 2016 as Library Week in the City of Southaven. Mayor Musselwhite encouraged all residents to visit the library this week and explore what is new in their library.

Week of the Young Child

Mayor Musselwhite read the Week of the Young Child Proclamation and proclaimed the week of April 10-16, 2016 as Week of the Young Child in the City of Southaven. Mayor Musselwhite encouraged all citizens to work and make a good investment in early childhood in Southaven, Mississippi.

Southaven Chamber of Commerce – West End District Application

RESOLUTION OF THE MAYOR AND BOARD OF ALDERMEN OF THE CITY OF SOUTHAVEN, MISSISSIPPI AUTHORIZING TAX EXEMPTION FOR CITY OF SOUTHAVEN CHAMBER OF COMMERCE

WHEREAS, the City of Southaven ("City") previously approved a resolution allowing for tax exemptions and waiver of City fees for those entities which complete construction associated with new business structures and any new renovations of and improvements to existing business structures, which are done for the promotion of business, commerce or industry in the "West End District;" and

WHEREAS, the City Chamber of Commerce recently purchased the property located at 500 Stateline Road West, which is located in the West End District as previously defined by the City; and

WHEREAS, the City Chamber of Commerce, as set forth in its application as attached hereto as Exhibit A, will complete certain renovations and improvements, as more fully set forth in Exhibit B, to the property at 500 Stateline Road West; and

WHEREAS, the City governing authorities have reviewed the application and plans of the City Chamber and pursuant to Mississippi Code 17-21-5 desire to approve a tax exemption for the property at 500 Stateline Road West; and

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

1. Upon the City Chamber completing the renovations and improvements as set forth in Exhibit A and B, the City Governing authorities hereby authorize an ad valorem tax exemption, excluding ad valorem taxes for school district purposes, for a period of seven (7) years for 500 Stateline Road West. The ad valorem tax exemption shall be equal to the difference

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between the unimproved value of the structure located at 500 Stateline Road West and the improved value of the structure.

2. Also, the City Governing Authorities hereby approve the waiver of its building permit fees, business license fees and sewer and water tap fees to the City Chamber, as the renovations and improvements by the City Chamber at 500 Stateline Road West promote the commerce and industry in the "West End District".
3. The Mayor, City Administrator, and City Planning Director are authorized to take any and all action to effectuate the intent and purpose of this Resolution.

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

Alderman William Brooks	voted: YES
Alderman Kristian Kelly	voted: YES
Alderman Shirley Kite	voted: YES
Alderman George Payne	voted: YES
Alderman Joel Gallagher	voted: YES
Alderman Scott Ferguson	voted: YES
Alderman Raymond Flores	voted: YES

RESOLVED AND DONE, this 5th day of April, 2016.

CITIZEN'S AGENDA

No Citizen's Agenda

PERSONNEL DOCKET

Personnel Docket

April 5, 2016

Payroll Additions	Position	Department	Start Date	Rate of Pay
Anna Freeman	Concessions	412	4/6/2016	\$7.25
Kristopher Lewitt	Concessions	412	4/6/2016	\$7.25
Shelby Schumacher	Concessions	412	4/6/2016	\$7.25
Jeyra Mayer	Concessions	412	4/6/2016	\$7.25
Stephanie Branson	Gates	412	4/6/2016	\$7.50
Emily Smith	Gates	412	4/6/2016	\$7.50
Darrell Martin	Grounds	412	4/6/2016	\$8.00
Bailey Billington	Grounds	411	4/6/2016	\$8.00
Derrick Lindsey	Grounds	411	4/6/2016	\$8.00
Jeremy Gullick	Lieutenant	Fire Inspector	4/18/2016	\$22.04
Ashton Anderson*	Dispatcher I	Dispatch	TBD	\$18.08
Amber Russell*	Dispatcher I	Dispatch	TBD	\$18.08
	Certified			
Angela Tilghman*	Dispatcher II	Dispatch	TBD	\$19.30

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* Hiring contingent
upon successful
completion of pre-
employment testing

Payroll Adjustments	Previous Classification	New Classification	Effective Date	Proposed Rate of Pay
Bobbie Bouchard		Training Stipend	4/18/2016	\$23.08

Payroll Deletions	Position	Department	Termination Date	Rate of Pay
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Terminations / Resignations				
Name	Department	Position Code	Termination Date	Rate of Pay
Jimmy Ketchum	Planning	Enforcement Officer	4/15/2016	\$14.00
Holly Veach	Dispatch	Dispatcher 2	4/15/2016	\$19.30
Bradley Haynes	Fire	Paramedic	3/31/2016	\$17.51
Tammy Hodges	Parks 412	Concessions	4/3/2016	\$10.00

Name	Dept	Position	Start Date	Rate of Pay
Anna Freeman	412	Concessions	4/6/2016	\$7.25
Kristopher Lewitt Shelby	412	Concessions	4/6/2016	\$7.25
Schumacher	412	Concessions	4/6/2016	\$7.25
Jeyra Mayer Stephanie	412	Concessions	4/6/2016	\$7.25
Branson	412	Gates	4/6/2016	\$7.50
Emily Smith	412	Gates	4/6/2016	\$7.50
Darrell Martin	412	Grounds	4/6/2016	\$8.00
Bailey Billington	411	Grounds	4/6/2016	\$8.00
Derrick Lindsey	411	Grounds	4/6/2016	\$8.00

Alderman Brooks made the motion to approve the Personnel Docket of April 5, 2016 as presented to this Board. Motion was seconded by Alderman Kite. The motion was put to vote and passed unanimously.

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CITY ATTORNEY'S LEGAL UPDATE

Mr. Nick Manley, City Attorney, presented the City Attorney's Legal Update.

Assessment Refund

Mr. Manley stated that the property located at 6165 Malone Road was wrongly assessed and a refund in the amount of \$836.00 needs to be issued to the property owner. Mr. Manley explained that the GIS map used when the property was cleaned was not correct. Alderman Brooks made the motion to approve the assessment refund. Motion was seconded by Alderman Gallagher.

Roll call was as follows:

ALDERMAN	VOTED
Alderman Brooks	YES
Alderman Kelly	YES
Alderman Beshears	YES
Alderman Payne	YES
Alderman Gallagher	YES
Alderman Ferguson	YES
Alderman Flores	YES

Having received a majority of affirmative votes, Mayor Musselwhite declared that the motion was carried on the 5th day of April, 2016.

CLAIMS DOCKET

A motion was made by Alderman Payne to approve the Claims Docket of April 5, 2016, including demand checks and payroll in the amount of \$1,529,818.74. Motion was seconded by Alderman Flores.

Excluding voucher numbers:

256487, 256500, 256507, 256516, 256530, 256534, 256556, 256594, 256856, 256862, 256863, 256864, 256867, 256870, 256876, 256880, 256881, 256882, 256883, 256884, 257001, 257036, 257051, 257077, 257078, 257102, 257208, 257339, 257403, 257416, 257420, 257423, 257476, 257480, 257530, 257541, 257547, 257558, 257559

Roll call was as follows:

ALDERMAN	VOTED
Alderman Brooks	YES
Alderman Kelly	YES
Alderman Beshears	YES
Alderman Payne	YES
Alderman Gallagher	YES
Alderman Ferguson	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 April, 2016.

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EXECUTIVE SESSION

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

There being no further business to come before the Board of Aldermen, a Motion was made by Alderman Flores to adjourn. Motion was seconded by Alderman Ferguson. Motion was put to a vote and passed unanimously, April 5, 2016 at 7:23 p.m.

Darren Musselwhite,
Mayor

Andrea Mullen, City Clerk
(Seal)

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