

# Minutes, City of Southaven, Southaven, Mississippi



**MEETING OF THE MAYOR AND BOARD OF ALDERMEN  
SOUTHAVEN, MISSISSIPPI  
CITY HALL  
January 3, 2017  
6:00 p.m.  
AGENDA**

1. Call To Order
2. Invocation
3. Pledge Of Allegiance
4. Approval Of Minutes: December 20, 2016
5. Resolution for Municipal Government Week
6. Resolution for Depository Institution
7. Contract Change Order and Summary Pay Application for Airways/Stateline Signal Improvements
8. Contract with Election Commissioner
9. Planning Agenda
10. Mayor's Report
11. Citizen's Agenda: Marlondria Green, Claim
12. Personnel Docket
13. City Attorney's Legal Update
14. Claims Docket
15. Executive Session: Economic Development

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 January 3, 2017 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 3rd day of January, 2017 at six o'clock (6:00) p.m. at City Hall.

**Present were:**

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

**Absent were:**

Ronnie Hale	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 Ferguson. Next, a motion was made by Alderman Payne to approve the minutes of the regular meeting of December 20, 2016 with any corrections, deletions, or additions necessary. Motion was seconded by Alderman Brooks. Motion was put to a vote and passed unanimously.

The Board considered the motion for Municipal Government Week. After discussion, the following Resolution was considered:

### **RESOLUTION FOR MUNICIPAL GOVERNMENT WEEK**

#### **A RESOLUTION OF THE CITY OF SOUTHAVEN RECOGNIZING MUNICIPAL GOVERNMENT WEEK, JANUARY 15-21, 2017**

WHEREAS, municipal government is the government closest to most citizens, and the one with the most direct daily impact upon its residents; and

WHEREAS, municipal government is administered for and by its citizens, and is dependent upon public commitment to and understanding of its many responsibilities; and

WHEREAS, municipal government provides services and programs that enhance the quality of life for residents, making their town their home; and

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WHEREAS, municipal government officials and employees share the responsibility to pass along their understanding of public services and their benefits; and

WHEREAS, Mississippi Municipal Government Week is a very important time to recognize the important role played by municipal government in our lives; and

WHEREAS, Mississippi Municipal Government Week offers an important opportunity to convey to all the citizens of Mississippi that they can shape and influence government through their civic involvement; and

WHEREAS, the Mississippi Municipal League and its member municipalities have joined together to teach students and other citizens about municipal government through a variety of different projects and information.

NOW, THEREFORE BE IT RESOLVED THAT THE CITY OF SOUTHAVEN JOINS WITH THE MISSISSIPPI MUNICIPAL LEAGUE AND MUNICIPALITIES ACROSS THE STATE OF MISSISSIPPI IN DECLARING JANUARY 15-21, 2017, MISSISSIPPI MUNICIPAL GOVERNMENT WEEK.

PASSED AND ADOPTED BY THE CITY OF SOUTHAVEN

DATE: JANUARY 3, 2017

## **RESOLUTION FOR DEPOSITORY INSTITUTION**

Nick Manley, City Attorney, stated that additional information is needed and this item will be revisited at the next board meeting.

## **CONTRACT CHANGE ORDER AND SUMMARY PAY APPLICATION FOR AIRWAYS / STATELINE SIGNAL IMPROVEMENTS**

Dan Cordell, City Engineering Consultant, presented these items to the Board.

### Change Order -Airways / Stateline Signal Improvements

Mr. Cordell stated that this is a deductive change order to adjust the final quantities from the field measurements in the amount of \$18,405.46 and that all work is now complete. Alderman Gallagher made the motion to approve the deductive change order. Motion was seconded by Alderman Flores.

Roll call was as follows:

ALDERMAN	VOTED
Alderman Brooks	YES
Alderman Kelly	YES
Alderman Hale	ABSENT
Alderman Payne	YES
Alderman Gallagher	YES
Alderman Ferguson	YES
Alderman Flores	YES

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Having received a majority of affirmative votes, Mayor Musselwhite declared that the motion was carried on the 3rd day of January, 2017.

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

Pay Application -Airways / Stateline Signal Improvements

Dan Cordell, City Engineering Consultant, presented these items to the Board.

Mr. Cordell stated that this is a final pay application that reflects the deductive change order in the amount of \$18,405.46 that has been approved at this board meeting. The amount due for the remaining work is \$102,303.37. Alderman Flores made the motion to approve the pay application. Motion was seconded by Alderman Gallagher.

Roll call was as follows:

ALDERMAN	VOTED
Alderman Brooks	YES
Alderman Kelly	YES
Alderman Hale	ABSENT
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 3rd day of January, 2017.

A copy of the pay application is attached to these minutes.

CONTRACT WITH ELECTION COMMISSIONER

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

Mr. Manley stated that this is a professional services agreement with Danny Klein, Desoto County Election Commissioner, to assist with the Primary and General Elections. The total amount, if all services are used, is \$8,309.00 and will include one (1) session of training of election officials, delivery and retrieval of voting equipment, pre-election support, Election Day support, tabulation support, post-election support, packing of election supplies, and programming of PCMCIA Card (Election Card for the M100 Scanner). Alderman Ferguson made the motion to approve the proposal. Motion was seconded by Alderman Kelly.

Roll call was as follows:

ALDERMAN	VOTED
Alderman Brooks	YES
Alderman Kelly	YES
Alderman Hale	ABSENT

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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 3rd day of January, 2017.

A copy of the proposal is attached to these minutes.

## **PLANNING AGENDA:**

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

### Update - 1619 Stateline Road

Mrs. Choat-Cook stated that the deadline for cosmetic improvements to the property at 1619 Stateline Road was on December 31, 2016. Mrs. Choat-Cook explained that there have been some partial improvements, but they are not where they should be at this point. Mrs. Choat-Cook stated that she will discuss possible procedures with the City Attorney that need to be taken in order to bring this issue back to the Board to either tear it down or allow them to proceed forward with improvements.

## **MAYOR'S REPORT**

### Travel Approval – Mid Winter Conference

Mayor Musselwhite stated that approval is needed for Board Members to travel to MML Mid-Winter Conference January 9 -12, 2017. Alderman Flores made the motion to approve travel. Motion was seconded by Alderman Ferguson. Motion was put to vote and passed unanimously.

### Travel Approval – Washington Congressional Briefing

Mayor Musselwhite stated that approval is needed for the Mayor and three (3) Board Members to attend the Congressional Briefing April 5-7, 2017. Alderman Gallagher made the motion to approve travel for Mayor Musselwhite and three (3) Board Members. Motion was seconded by Alderman Brooks. Motion was put to vote and passed unanimously.

### Getwell Road Widening Project

Mayor Musselwhite stated that the City has been in contact with the contractors and engineering firm that is overseeing the Getwell Road Widening Project and we have been encouraged that as soon as there is a break in the weather, then construction should move at a faster pace in early 2017. Mayor Musselwhite expressed a sense of urgency in getting the project completed since it is a key arterial street for our City. Getwell Road will be widened to five (5) lanes from Goodman Road North to the Tennessee state line. The five lanes will make a big difference with traffic in the Goodman Road and Getwell Road area. Mayor Musselwhite stated that although there have been delays with the project, it will still be completed six (6) months prior to the contract deadline.

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## City Entrance Signs Update

Mayor Musselwhite stated that many people have given positive feedback on the City entrance signs. Also, the metro/street signs that will be added to the mast arms throughout the City have been ordered and purchased. The metro signs are larger than a standard street sign and are going through an engineering analysis to ensure that they are of proper size to be installed on the mast arms.

## CITIZEN'S AGENDA – Marlondria Green

Ms. Green was not present at this meeting.

## PERSONNEL DOCKET

### Personnel Docket

January 3, 2017

<u>Payroll Additions</u>	<u>Position</u>	<u>Department</u>	<u>Start Date</u>	<u>Rate of Pay</u>
Bonnie Crenshaw	Billing Clerk	Utilities	01/04/2017	\$11.00
Angela Tabor*	Crossing Guard	Police	TBD	\$9.00

\*pending  
successful  
completion of  
pre-emp  
screenings

<u>Payroll Adjustments</u>	<u>Previous Classification</u>	<u>New Classification</u>	<u>Effective Date</u>	<u>Proposed Rate of Pay</u>
Marianne Carlisle	Billing Clerk	Billing Clerk	01/09/2017	\$11.25

<u>Terminations / Resignations</u>	<u>Department</u>	<u>Position</u>	<u>Termination Date</u>	<u>Rate of Pay</u>
<u>Name</u> Monte Norwood	Police	Sergeant	11/30/2016	\$21.90

Alderman Brooks made the motion to approve the Personnel Docket of January 3, 2017 as presented to this Board. Motion was seconded by Alderman Payne. The motion was put to vote and passed unanimously.

## CITY ATTORNEY'S LEGAL UPDATE

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

Mr. Manley explained that a correction to a resolution from September 6, 2016 is needed. The donation amount to the Desoto Economic Council reflects 491.00

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and it should be 941.00. The budget and invoice reflect the correct amount, but two numbers were transposed in the resolution. Alderman Flores made the motion to approve the corrected amount of 941.00. Motion was seconded by Alderman Payne.

Roll call was as follows:

ALDERMAN	VOTED
Alderman Brooks	YES
Alderman Kelly	YES
Alderman Hale	ABSENT
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 3rd day of January, 2017.

## **CLAIMS DOCKET**

A motion was made by Alderman Payne to approve the Claims Docket of January 3, 2017 in the amount of \$1,322,810.76. Motion was seconded by Alderman Flores.

### **Excluding voucher numbers:**

272691, 272692, 272815, 272818, 272824, 272826, 272836, 272840, 272844, 272845, 272847, 272850, 272852, 272853, 272854, 272860, 272863, 272891, 272904, 273072, 273084, 273129, 273132, 273134, 273135, 273136, 273137, 273139, 273140, 273142, 273144, 273146, 273148, 273149, 273151, 273153, 273154, 273156, 273157, 273159, 273161, 273163, 273191, 273230, 273244, 273295, 273305, 273384

Roll call was as follows:

ALDERMAN	VOTED
Alderman Brooks	YES
Alderman Kelly	YES
Alderman Hale	ABSENT
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 3rd day of January, 2017.

## **EXECUTIVE SESSION:**

A copy of the Executive Session Minutes is 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 Brooks to adjourn. Motion was seconded by Alderman

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Flores. Motion was put to a vote and passed unanimously, January 3, 2017 at 6:40 p.m.

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Darren Musselwhite,  
Mayor

\_\_\_\_\_  
Andrea Mullen,  
City Clerk

(Seal)

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