

**MINUTE SUMMARY OF
FEBRUARY 7, 2023**

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BE IT REMEMBERED that the Mayor and Board of Aldermen of the City of Olive Branch met in regular session, February 7, 2023 at 6:30 o'clock p.m., in the Municipal Court Room at 6900 Highland Street.

AGENDA

Mayor Adams called the regular meeting to order at 6:30 o'clock p.m.

Alderwoman Hamilton had the opening prayer. Mayor Adams led the Pledge of Allegiance.

ROLL CALL (Establish Quorum):

The City Clerk called roll to establish quorum with the following members present to wit: Mayor Kenneth R. Adams, Alderwoman Jan Aldridge, Alderman George Collins, Alderman Dale Dickerson, Alderwoman Pat Hamilton, Alderwoman Joy Henderson and Alderman David Wallace. These members constitute a quorum. Alderman Gil Earhart was not present. Also present were Tena Stewart, City Clerk and Bryan Dye, City Attorney.

APPROVAL OF MINUTES:

Minutes of the Regular Meeting held January 17, 2023, approved as presented, motion carried with Alderwoman Aldridge, Alderman Collins, Alderman Dickerson, Alderwoman Hamilton, Alderwoman Henderson and Alderman Wallace voting in favor, and with Alderman Earhart being absent.

PUBLIC COMMENTS:

1. Mr. K.T. Robbins to address the Board to request tax exemptions for Senior Citizens. Mr. Robbins was not present.
2. Mr. Marcus Turner, Candidate for DeSoto County Board of Supervisors, District 1, addressed and introduced himself to the Board and shared his political platform.

ANNOUNCEMENTS:

1. Mayor's Awards - January 2023

Mayor Adams and the Board of Aldermen presented Samantha Brock, Mayor's Executive Assistant with a privately funded monetary recognition of outstanding performance as she communicates daily with Olive Branch citizens, connecting them with various departments and following up to ensure all needs are addressed.

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2. Mayor's Update

Mayor Adams gave a report regarding DeSoto County School Board's plans for schools within the City of Olive Branch including a brief history and the City's response.

Mayor Adams requested volunteers among the Board to assist with Donation Questionnaires and the Old Towne Waste Dumpster Issues.

Departmental Updates were presented to the Board.

CONSENT AGENDA:

Items on Consent Agenda approved as presented, motion carried with Alderwoman Aldridge, Alderman Collins, Alderman Dickerson, Alderwoman Hamilton, Alderwoman Henderson and Alderman Wallace voting in favor, and with Alderman Earhart being absent. Consent Agenda items as follows:

1. Travel/Training *Approved*
2. Authorize the Mayor and City Clerk to make necessary fund transfers to reconcile due to-due from through January 31, 2023. *Authorized*
3. Authorize the City Clerk to make the following transfers from Water & Gas Fund to the General Fund for certain services through January 27, 2023.

General Fund	\$346,503.00
Gas Fund (45652)	\$178,635.00
Water Fund (40650)	\$167,868.00

Authorized
4. Approve request to pre-approve tuition reimbursement for Brad Waldrip. *Approved*
5. Approve request to pre-approve tuition reimbursement for Derrick Jones. *Approved*
6. Authorize the City of Olive Branch to purchase one (1) 2020 Ford Explorer AWD from the Missouri State Highway Patrol. *Authorized*
7. Approve submission of the Walmart Community Grant Application to be used for the Camp BUILD Program hosted by the Olive Branch Police Department. *Approved*
8. Authorize service agreement with Lunz Tree Service and pay all associated costs. *Authorized*
9. Authorize the City of Olive Branch to renew annual support and maintenance agreement with Faronics for Deep Freeze software and pay all associated costs. *Authorized*
10. Accept DeSoto County Electric, Inc. as the lowest and best quote for replacement of traffic pole on Camp Creek at Hwy. 305 and pay all associated costs. *Accepted*

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11. Authorize the City of Olive Branch to proclaim January 29, 2023 as Rev. Ken Washburn Day. *Authorized*
12. Authorize the City of Olive Branch to enter into a licensing agreement with CDWG for SQL Server Standard License and pay all associated costs. *Authorized*
13. Approve appointment of Darrel Berkley to the Board of Adjustment. *Approved*
14. Approve Memorandum of Understanding between the City of Olive Branch and the FBI Jackson Safe Streets Task Force. *Approved*
15. Approve revisions to the Olive Branch Police Department Policy and Procedure Manual. *Approved*
16. Approve engagement letter between the City of Olive Branch and Government Consultants, Inc. for municipal advisory services. *Approved*
17. Approve software as a service agreement with Tyler Technologies for Municipal Justice powered by Incode software and pay all associated costs. *Approved*
18. Authorize removal from fixed asset inventory. Insurance settlements Please note: This insurance settlement was received from Progressive in prior fiscal year on 12/29/2021.

POLICE DEPT.

004930 #230 2011 Ford Crown Vic vin# 2FABP7BV6BX156107
Authorized

19. Authorize removal from fixed asset inventory. Insurance settlement Please note: This insurance settlement was received from Travelers in prior fiscal year on 2/2/2022.

STREET DEPT.

002829 #420 2005 Ford F650 Dump Truck vin# 3FRNF65Y15V178443
Authorized

20. Accept donation of a meeting table from ATP Flight School. *Accepted*
21. Accept CDWG as the lowest and best quote for renewal of Extreme Switches maintenance agreement and pay all associated costs. *Accepted*
22. Approve Memorandum of Understanding between the City of Olive Branch and the Mississippi Transportation Commission. *Approved*
23. Approve 2023 Independence Day Production Agreement with Argo Entertainment, LLC. *Approved*
24. Authorize transfer from the General Fund to the Airport Fund and Municipal Reserve Fund as budgeted. *Authorized*
25. Approve application with Northcentral EPA for electrical service at our Upgraded Pleasant Hill Water Plant. *Approved*

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26. Authorize the City Clerk or Assistant City Clerk to write checks in an amount not to exceed \$12,000 per month to US Postal Service to cover the cost of postage for mailing utility bills. *Authorized*
27. Authorize the City of Olive Branch to enter into course agreements with Priority Dispatch and pay all associated costs. *Authorized*
28. Accept DeSoto County Electric, Inc. as the lowest and best quote for replacement of traffic pole at Hwy. 178 and Old Goodman Road and pay all associated costs. *Accepted*
29. Authorize delivery of Notice of Termination of general services contract - East Area Water/Sewer Design. *Authorized*
30. Authorize Chief Financial Officer to complete a Federal Excise Tax Exemption Certificate for FleetCor Technologies Operating Company, LLC, d.b.a. Fuelman. *Authorized*
31. Approve addition to the 2022/2023 pool of Seasonal Employees for hire as determined by Parks and Recreation Director. *Approved*

PLANNING COMMISSION / NEW BUSINESS:

1. Planning Commission Consent Item:

Items on Planning Commission Consent Agenda approved as presented, *motion carried with Alderwoman Aldridge, Alderman Collins, Alderman Dickerson, Alderwoman Hamilton, Alderwoman Henderson and Alderman Wallace voting in favor, and with Alderman Earhart being absent. Planning Commission Consent Agenda item as follows:*

- a. Authorize the City of Olive Branch to vacate a 10 foot wide Sanitary Sewer Easement. *Authorized.*

NEW BUSINESS:

1. Consideration of recommendation to declare real property as surplus and authorize sale in accordance with law. *Declared and authorized, motion carried with Alderwoman Aldridge, Alderman Collins, Alderman Dickerson, Alderwoman Hamilton, Alderwoman Henderson and Alderman Wallace voting in favor, and with Alderman Earhart being absent.*
2. Consideration of recommendation to approve Task Order Number 1A with Neel-Schaffer, Inc. in the lump sum amount of \$610,320.00. *Approved, motion carried with Alderwoman Aldridge, Alderman Collins, Alderman Dickerson, Alderwoman Hamilton, Alderwoman Henderson and Alderman Wallace voting in favor, and with Alderman Earhart being absent.*

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EXECUTIVE SESSION:

1. Personnel matter in the Concession Department
*Consideration of recommendation for potential new hire.
Hired one (1) new employee, motion carried with Alderwoman Aldridge, Alderman Collins, Alderman Dickerson, Alderwoman Hamilton, Alderwoman Henderson and Alderman Wallace voting in favor, and with Alderman Earhart being absent.*

2. Personnel matters in the Gas Maintenance Department
 - a. *Consideration of potential new hire.
Hired one (1) new employee, motion carried with Alderwoman Aldridge, Alderman Collins, Alderman Dickerson, Alderwoman Hamilton, Alderwoman Henderson and Alderman Wallace voting in favor, and with Alderman Earhart being absent.*

 - b. *Consideration of recommendation for employee promotion and salary increase.
Authorized promotion and salary increase for one (1) employee, motion carried with Alderwoman Aldridge, Alderman Collins, Alderman Dickerson, Alderwoman Hamilton, Alderwoman Henderson and Alderman Wallace voting in favor, and with Alderman Earhart being absent.*

3. Personnel matters in the Fire Department
*Consideration of recommendation for potential new hires.
Hired two (2) new employees, motion carried with Alderwoman Aldridge, Alderman Collins, Alderman Dickerson, Alderwoman Hamilton, Alderwoman Henderson and Alderman Wallace voting in favor, and with Alderman Earhart being absent.*

4. Potential/Pending Litigation - *Discussion with City Attorney pursuant to Miss. Code Ann. Section 25-41-7(4) (b).
No action taken.*

CLAIMS DOCKETS:

1. Warrant report #020723UT, dated 02/02/2023, 41 invoices totaling \$4,105.04.
Approved for payment, motion carried with Alderwoman Aldridge, Alderman Collins, Alderman Dickerson, Alderwoman Hamilton, Alderwoman Henderson and Alderman Wallace voting in favor, and with Alderman Earhart being absent.

2. Warrant report #02072023, dated 02/03/2023, 288 invoices totaling \$2,189,716.43.
Approved for payment, motion carried with Alderwoman Aldridge, Alderman Collins, Alderman Dickerson, Alderwoman Hamilton, Alderwoman Henderson and Alderman Wallace voting in favor, and with Alderman Earhart being absent.

3. Warrant report #020723FX, dated 02/07/2023, 2 invoices totaling \$66.65.
Approved for payment, motion carried with Alderwoman Aldridge, Alderman Collins, Alderman Dickerson, Alderwoman Hamilton, Alderwoman Henderson and Alderman Wallace voting in favor, and with Alderman Earhart being absent.

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4. Warrant report #020723AT, dated 02/07/2023, 6 invoices totaling \$21,969.61.
Approved for payment, motion carried with Alderwoman Aldridge, Alderman Collins, Alderman Dickerson, Alderwoman Hamilton, Alderwoman Henderson and Alderman Wallace voting in favor, and with Alderman Earhart being absent.

5. Warrant report #02082023, dated 02/07/2023, 133 invoices totaling \$833,089.06.
Approved for payment, motion carried with Alderwoman Aldridge, Alderman Collins, Alderman Dickerson, Alderwoman Hamilton, Alderwoman Henderson and Alderman Wallace voting in favor, and with Alderman Earhart being absent.