

MINUTE SUMMARY
MARCH 7, 2023

1

BE IT REMEMBERED that the Mayor and Board of Aldermen of the City of Olive Branch met in regular session, March 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.

Aldерwoman 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, Aldерwoman Jan Aldridge, Alderman George Collins, Alderman Dale Dickerson, Alderman Gil Earhart, Aldерwoman Pat Hamilton, Aldерwoman Joy Henderson and Alderman David Wallace. These members constitute a quorum. Also present were Tena Stewart, City Clerk and Bryan Dye, City Attorney.

APPROVAL OF MINUTES:

Minutes of the Regular Meeting held February 21, 2023, approved as presented, motion carried unanimously.

PUBLIC COMMENTS:

1. Mr. K.T. Robbins addressed the Board and requested tax exemptions for Veterans age 90 years and older.
2. Mr. Rodney Hall, Candidate for MS House District 20, addressed and introduce himself to the Board and shared his political platform.

ANNOUNCEMENTS:

1. Mayor's Awards - February 2023
Mayor Adams and the Board of Aldermen presented Dispatcher Angie Carroll and Court Clerk Ashley Riles each with a privately funded monetary recognition. Both are recognized for not only for positive attitudes in their work, but also for their heroic actions involving lifesaving interventions via telephone.
2. Mayor's Update
Mayor Adams thanked Board members who were participating in voluntary committee assignments, gave information regarding items on the evening's agenda and shared from the COO's Updates.

MINUTE SUMMARY
MARCH 7, 2023

2

CONSENT AGENDA:

Items on Consent Agenda approved as presented, motion carried unanimously. 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 February 28, 2023. *Authorized*
3. Authorize the City Clerk to make the following transfers from Water & Gas Fund to the General Fund for certain services through February 28, 2023.

General Fund	\$267,351.00
Gas Fund (45652)	\$139,206.00
Water Fund (40650)	\$128,145.00

Authorized
4. Approve membership dues in the amount of \$110.00 to the Mississippi Municipal Clerks and Collectors Association. *Approved*
5. Authorize the City of Olive Branch to renew the annual subscription with Solvit, Inc. and pay all associated costs. *Authorized*
6. Authorize the City of Olive Branch to renew annual service agreement with Synergetics for Shoretel phone system support and pay all associated costs. *Authorized*
7. Authorize service agreement with Emergency Equipment Professionals, Inc. for annual FIT and FLOW testing of SCBA equipment for the Fire Department and pay all associated costs. *Authorized*
8. Appoint various individuals as deputy clerks for the purpose of receiving and distributing funds and attending training. *Appointed*
9. Accept Mega Signs, Inc. as the lowest and best quote for a color LED digital sign to be installed at City Park entrance on Old Goodman Road and pay all associated costs. *Accepted*
10. Approve donation of \$17,000 to the Olive Branch Chamber of Commerce. *Approved*
11. Approve donation of \$4,000 to the Olive Branch Community Emergency Food Ministry. *Approved*
12. Approve donation of \$3,000 to the Historical Desoto Foundation. *Approved*
13. Approve donation of \$10,000 to the Olive Branch Family YMCA. *Approved*

MINUTE SUMMARY
MARCH 7, 2023

3

14. Approve donation of \$1,000 to the Olive Branch Chamber of Commerce to be used for the Miss Olive Branch Pageant. *Approved*
15. Approve donation of \$3,000 to the Olive Branch Chamber of Commerce to be used for the Miss Olive Branch Scholarship Fund. *Approved*
16. Approve donation of \$25,000 to the ARC of Northwest Mississippi. *Approved*
17. Approve donation of \$7,000 to the House of Grace. *Approved*
18. Approve donation of \$30,000 to the Healing Hearts Child Advocacy Center. *Approved*
19. Approve donation of \$5,000 to Desoto Family Theatre. *Approved*
20. Approve donation of up to \$4,500 to the Olive Branch Arts Council to match noncity contributions received. *Approved*
21. Authorize the City of Olive Branch to renew annual rental agreements with Premier Air Products and pay all associated costs. *Authorized*
22. Approve request from Southaven High School to waive the rental fee and reserve Complex C to use for their 2023 Hunter Morris fundraiser softball tournament. *Approved*
23. Declare as surplus the following items with a Fair Market Value of \$0 and grant authorization to dispose of or recycle in accordance with M.C.A 17-25-25 and authorize necessary amendment to the fixed asset Inventory if needed.

IT DEPT.

010415 Wyse Thin Client s/n: 18C8W72
010230 Wyse Thin Client s/n: DC8CV72
010234 Wyse 5010 Thin Client s/n: 8167V72
010295 Wyse Thin Client s/n: 79XBV72
010235 Wyse 5010 Thin Client s/n: D228V72
010231 Wyse 5010 Thin Client s/n: 44SNV72
010289 Wyse Thin Client s/n: 48L8W72
010406 Wyse Thin Client s/n: J65ZV72
010294 Wyse Thin Client s/n: 9VQGW72
010276 Wyse Thin Client s/n: G1TCV72
010284 Wyse Thin Client s/n: CGBYV72
010342 Wyse Thin Client s/n: 823JV72
010285 Wyse Thin Client s/n: 8CJ7W72
010341 Wyse Thin Client s/n: 33FMV72
010286 Wyse Thin Client s/n: 137RV72
010288 Wyse Thin Client s/n: GWGMV72
010283 Wyse Thin Client s/n: 37M8V72
002269 Dell Laptop s/n: 8QWJV21
002929 Dell Latitude D510 s/n: HSW5281
010287 Wyse Thin Client s/n: 71XWV72
Minuteman Enterprise E2300 s/n: EC680402PA004
Minuteman Enterprise BP2 s/n: EC710312PA018
Declared and authorized

MINUTE SUMMARY
MARCH 7, 2023

4

24. Approve Seventh Amendment to Site Lease Agreement with Cellco Partnership d/b/a Verizon Wireless. *Approved*
25. Approve First Amendment to Utility Site Lease Agreement with Telepak Networks, Inc. *Approved*
26. Approve amendments to the Rules and Regulations for the Use and Operation of Olive Branch Park Facilities Ordinance. *Approved*
27. Approve Initial Resolution Granting Ad Valorem Tax Exemption for Teleflex. *Approved*
28. Approve addition to the 2022/2023 pool of Seasonal Employees for hire as determined by Parks and Recreation Director. *Approved*

OLD BUSINESS:

1. Consideration of bids received February 27, 2023 for Municipal Depository for Special and Surplus funds (Certificates of Deposit). *Accepted bid of First Horizon Bank, motion carried unanimously.*

NEW BUSINESS:

1. Consideration of authorization to begin MDOT step 1 project activation for the George Harrison Municipal Park Improvements. *Authorized, motion carried unanimously.*
2. Consideration of recommendation to accept Professional Design Proposal from Houston Engineering for Professional Engineering Services including survey, design, and CE&I for the project referred to as Ross-Church Road Water Main Extension in an amount not-to-exceed \$43,226.00. *Accepted, motion carried unanimously.*
3. Consideration of recommendation to approve Task Order Number 2A with Neel-Schaffer, Inc. in the lump sum amount of \$477,487.00. *Approved, motion carried unanimously.*
4. Consideration to authorize City Clerk to move accrued interest from WS 2017 Cushion Fund, WS Depreciation Fund and WS Contingent Fund in the amount of \$5,948.18 to Water Sewer Bond Debt Fund and to close the three (3) depository accounts in order to establish new accounts for CD's. *Authorized, motion carried unanimously.*

EXECUTIVE SESSION:

1. Economic Development - discussion with Jim Flanagan - M.C.A. 25-41-7(4) (j). *Adopted Resolution supporting request for local private legislation, motion carried unanimously.*

MINUTE SUMMARY
MARCH 7, 2023

5

2. Personnel matter in the Water Billing Department
*Consideration of recommendation for potential new hire.
Tabled til this date in meeting of February 21, 2023.
Hired one (1) new employee, motion carried unanimously.*
3. Personnel matter in the Airport Department
*Consideration of recommendation for potential new hire.
Hired one (1) new employee, motion carried unanimously.*
4. Personnel matters in the Concession Department
*Consideration of recommendation for potential new hires
Hired two (2) new employees, motion carried unanimously.*
5. Personnel matters in the Fire Department
 - a. *Consideration of recommendation for employee promotion and salary increase.
Authorized promotion and salary increase for one (1) employee, motion carried with unanimously.*
 - b. *Consideration of request for Administrative Leave.
Approved Administrative Leave for one (1) employee, motion carried unanimously.*
6. Personnel matters in the Police Department
 - a. *Consideration of recommendation for potential new hire.
Hired one (1) new employee, motion carried unanimously.*
 - b. *Consideration of request for Administrative Leave.
Approved Administrative Leave for one (1) employee, motion carried unanimously.*
7. Personnel matters in the Gas Maintenance Department
*Consideration of recommendation for potential new hires.
Hired two (2) new employees, motion carried unanimously.*
8. Personnel matter in the Sanitation Department
*Consideration of recommendation for potential new hire.
Hired one (1) new employee, motion carried unanimously.*
9. Personnel matters in the Court Department
 - a. *Consideration of recommendation regarding appointments.
Rescinded appointment of Wallace Anderson as Prosecutor and Wayne Hollowell as Municipal Judge Pro Tempore, motion carried unanimously.*

Approved appointment of Jody Neyman as Special Municipal Judge, motion carried unanimously.
 - b. *Consideration of recommendation for pay increases for appointed positions.
Authorized pay increase of Hugh Armistead as Municipal Judge, motion carried unanimously.*

Authorized pay increase for Olivia Brame Utley as Prosecutor, motion carried unanimously.

Authorized pay rate for Special Prosecutor and Special Judge, motion carried unanimously.

MINUTE SUMMARY
MARCH 7, 2023

6

10. Acquisition/Disposition of Property - discussion with City Attorney - M.C.A. 25-41-7(4) (g).

Approved transmission line easement to TVA, motion put to roll call vote and carried 6-1 with Alderwoman Aldridge, Alderman Dickerson, Alderman Earhart, Alderwoman Hamilton, Alderwoman Henderson and Alderman Wallace voting in favor, and with Alderman Collins voting in opposition.

Approved just compensation offers for Hamilton Circle W ROW Project, motion carried unanimously.

Authorized City Attorney to order appraisal for potential acquisition of property, motion carried unanimously.

11. Pending Litigation - discussion with City Attorney - M.C.A. 25-41-7(4) (b).

Approved joint stipulation with The City of Southaven, motion carried unanimously.

CLAIMS DOCKETS:

1. Warrant report #0307DONA, dated 2/28/2023, 10 invoices totaling \$105,000.00.
Approved for payment, motion carried unanimously.
2. Warrant report #03072023, dated 03/03/2023, 233 invoices totaling \$1,288,891.08.
Approved for payment, motion carried unanimously.
3. Warrant report #030723UT, dated 03/01/2023, 28 invoices totaling \$4,917.00.
4. Warrant report #030723AT, dated 03/07/2023, 5 invoices totaling \$7,206.10.
5. Warrant report #03082023, dated 03/07/2023 69 invoices totaling \$608,700.90.