

**MINUTE SUMMARY**  
**JULY 5, 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, July 5, 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 June 20 2023, approved as presented, motion carried unanimously.**

**PUBLIC COMMENTS:**

1. Ms. Angelina Hines, Director and Founder of Ella Bebe Angels Non-profit Organization addressed the Board. Ms. Hines explained the mission of her organization is to help survivors of domestic violence with emergency shelter until availability can be found in a more permanent safeguard. Ms. Hines outlined the scope of her organization and its reach both inside and outside of DeSoto County. Ms. Hines then shared budget needs and requested \$20,000.00 from the City for funding.
2. Ms. Sarita Drake, House of Grace Executive Director, addressed and presented handouts to the Board. House of Grace is one of only two domestic violence shelters in DeSoto County, and is currently operating at maximum capacity with limited support. Ms. Drake expressed the need for more space and requested financial support.
3. Dr. Pogeorlan Walker, Sr., Candidate for State Representative District 7, introduced himself to the Board and shared his political platform.

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**ANNOUNCEMENTS:**

1. Mayor Adams and the Board of Aldermen presented Communications Coordinator Jenn Griffith with a privately funded monetary recognition. Jenn has demonstrated great knowledge, initiative, teamwork, enthusiasm and energy as she helps to plan and attends City events, always presenting the City in a positive light.
2. Mayor's Adams gave special recognition to Alderman George Collins for 34 years of service with the City, to Alderman Gil Earhart for 10 years of service, and to Alderwoman Jan Aldridge for 5 years of service. Mayor Adams also noted that Alderman Collins is a two time Hall of Fame inductee in the Mississippi Municipal League.
3. Mayor Adams shared news of recent grant awards for the City totaling over \$19 million dollars. He gave a report of our Independence Day Celebration, highlights from COO's Updates and provided the Board with a list of OBPD July Public Relations Events.

**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 June 23, 2023.  
*Authorized*
3. Authorize the City Clerk to make the following transfers from Water & Gas Fund to the General Fund for certain services through June 27, 2023.

General Fund	\$227,385.00
Gas Fund (45652)	\$115,740.00
Water Fund (40650)	\$111,645.00

*Authorized*
4. Appoint Monica Fuller, Elia LeGuin and Wesley Medlin as deputy clerks for the purpose of receiving and distributing funds and attending training. *Appointed*
5. Authorize the City of Olive Branch to accept a donation of sixteen (16) boxes plus six (6) individual Orion Emergency Flares from O'Reilly Distribution Center located in Horn Lake, Mississippi designated for the Olive Branch Police Department. *Authorized*
6. Accept ComServ as the lowest and best quote for installation of light packages in three (3) 2019 Ford Explorers to be used by the Police Department and pay all associated costs.  
*Accepted*
7. Approve settlement of claim pursuant to Miss. Code Ann. Section 25-1-47 - 11505 Hwy 178. *Approved*

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8. Approve request to allow American Fireworks use of City Hall's parking lot for "Coat Giveaway" event to be held on Saturday, November 18, 2023. *Approved*
9. Declare one (1) Champion Refrigerated Air Dryer System, Serial Number 1000003101234, as surplus, authorize the sale of same to DeSoto County Mississippi for the amount of \$1.00 in accordance with M.C.A. 31-7-13 and authorize necessary amendment to the fixed asset inventory. *Declared and authorized*
10. Authorize the City of Olive Branch to accept a donation of twenty-two (22) baseball batting helmets and eight (8) batting tees from Jacob Pierce with Idlewild Presbyterian Church designated for the Park Department. *Authorized*
11. Authorize the City of Olive Branch to accept a donation of two (2) battery powered tools from Milwaukee Tools and designate items to be donated to the Mississippi Municipal League's 2023 Silent Auction, with the specific findings that the donation will advertise and promote the City of Olive Branch. *Authorized*
12. Adopt Final Resolutions Granting Ad Valorem Tax Exemptions for:
  - a. HD Supply Facilities Maintenance, LTD.
  - b. JAS Forwarding USA, Inc.
  - c. Ruan Transport Corporation
  - d. Wheeler Fleet Solutions, Co.*Adopted*
13. Approve settlement of claim pursuant to Miss. Code Ann. Section 25-1-47 - 11865 Whispering Pines Drive. *Approved*
14. Authorize the City of Olive Branch to renew the annual maintenance agreement with CI Technologies for IAPro Software and pay all associated costs. *Authorized*
15. Declare as surplus the following items with a Fair Market Value under \$1000.00 and grant authorization to advertise for sale at public auction on GovDeals.com in accordance with M.C.A. 17-25-25.

**MAINTENANCE SHOP**

Hemi Engine (Dodge Charger)  
*Declared and authorized*

16. 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 DEPARTMENT**

010374 Wyse Thin Client s/n 5JKDV72  
010395 Wyse Thin Client s/n 4RKBW72  
005726 Retrofit City Hall Security System  
-Viewsonic Display Monitor s/n Q85074161991  
-Viewsonic Display Monitor s/n CN-02GFKN-74445-33U-AWPL

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-Airport Access Control

**WATER/SEWER MAINTENANCE**

004262 Dell Optiplex 3010 - Scada s/n JMPYDX1  
*Declared and authorized*

17. Approve membership renewal for Gas Superintendent Barry Looney to the Mississippi Natural Gas Association and pay all associated costs. *Approved*

**PLANNING COMMISSION / NEW BUSINESS:**

1. Public Hearing date for consideration and action on motion declaring the condition of the following properties, to be a menace to the public health and safety, and directing either the City staff or contract labor to clean the properties forthwith.

<u>Name</u>	<u>Address</u>	<u>Parcel #</u>
Brars LLC	Lot 2.01 Hacks Cross	1067.2631.0-00002.01
Bobby Davis	6161 Humphrey Dr	1069.3204.0-00016.00
Fast Pace Urgent Care	6244 Hwy 305	1068.3400.3-00027.00

*Board voted that these properties in List "A" are not currently a menace to public health and safety, and that no cleaning of the property should be authorized, motion carried unanimously.*

<u>Name</u>	<u>Address</u>	<u>Parcel #</u>
Gregory W & Heather M Ellington	10709 Oak Circle S	1067.3534.0-00205.00
Residential Home Buyer	4322 Lexi Dr	2061.1108.0-00124.00

*Determined and declared, motion carried unanimously.*

**NEW BUSINESS:**

1. Consideration of recommendation to approve a Professional Engineering Services Agreement with Fisher & Arnold, Inc., relative to Water System Long Range Planning, in an amount not-to-exceed \$20,000.00. *Approved, motion carried unanimously.*
2. Consideration of recommendation to approve a Professional Engineering Services Agreement with Fisher & Arnold, Inc., relative to Water Distribution System Model Calibration & Update, in an amount not-to-exceed \$20,000.00. *Approved, motion carried unanimously.*
3. Consideration of recommendation to approve Task Order Number 5 with Neel-Schaffer, Inc., in an amount not-to-exceed \$12,440.00. *Approved, motion carried unanimously.*
4. Consideration of recommendation to approve a Professional Engineering Services Agreement with Kimley Horn relative to Camp Creek Boulevard at Craft-Goodman Road Traffic Signal Modifications, in an amount not-to-exceed \$14,700.00. *Tabled til meeting of August 1, 2023, motion carried unanimously.*
5. Consideration of recommendation to accept six (6) MCWI grants related to the water and sewer projects for the newly annexed

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areas of the City and to authorize execution. *Accepted, motion carried unanimously.*

**EXECUTIVE SESSION:**

1. Personnel matters in the Gas Maintenance Department
  - a. *Consideration of recommendation for potential new hires. Hired two (2) new employees, motion carried unanimously.*
  - b. *Consideration of recommendation for employee promotion and salary increase. Authorized promotion and salary increase for one (1) employee, motion carried unanimously.*
2. Personnel matters in the Airport Department  
*Consideration of recommendation for potential new hires. Hired two (2) new employees, motion carried unanimously.*
3. Personnel matter in the Sanitation Department  
*Consideration of recommendation for potential new hire. Hired one (1) new employee, motion carried unanimously.*
4. Personnel matters in the Street Department  
*Consideration of recommendation for potential new hires. Hired two (2) new employees, motion carried unanimously.*
5. Personnel matters in the Park Department  
*Consideration of recommendation for employee transfers and salary changes. Authorized transfers and salary changes for three (3) employees, motion carried unanimously.*
6. Personnel matter in the Water Maintenance Department  
*Consideration of recommendation for potential new hire. Hired one (1) new employee, motion carried unanimously.*
7. Personnel matters in the Fire Department  
*Consideration of recommendation for potential new hires. Hired two (2) new employees, motion carried unanimously.*
8. Personnel matter in the Dispatch Department  
*Consideration of recommendation for employee promotion and salary increase. Authorized promotion and salary increase for one (1) employee, motion carried unanimously.*
9. Personnel matter in the Police Department  
*Consideration of recommendation for employee promotion and salary increase. Authorized promotion and salary increase for one (1) employee, motion carried unanimously.*

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**CLAIMS DOCKETS:**

1. Warrant report #070523UT, dated 06/29/2023, 58 invoices totaling \$9,590.91.  
*Approved for payment, motion carried unanimously.*
2. Warrant report #07052023, dated 06/30/2023, 208 invoices totaling \$580,316.48.  
*Approved for payment, motion carried unanimously.*
3. Warrant report #070523AT, dated 07/05/2023, 5 invoices totaling \$7,007.56.  
*Approved for payment, motion carried unanimously.*
4. Warrant report #07062023, dated 07/05/2023, 125 invoices, totaling \$1,017,857.81.  
*Approved for payment, motion carried unanimously.*