

**MINUTE SUMMARY**  
**AUGUST 15, 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, August 15, 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, Alderman Gil Earhart, Alderwoman Pat Hamilton, Alderwoman 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 August 1, 2023, approved as presented, motion carried unanimously.**

**Minutes of the Special Meeting held August 8, 2023, approved as presented, motion carried unanimously.**

**PUBLIC COMMENTS:**

1. Ms. Lori Barnes, First Regional Library Director, addressed the Board and announced that First Regional Library System is now the most used library system in Mississippi. Suzanne Argo, Head Librarian, gave a report on the 2023 Summer Reading Program and the new staff members hired to handle the volume. Jenniffer Stephenson, Assistant Director for Public Services, spoke about a new teen center coming to the Olive Branch Library. The group presented a request for continued financial support.
2. Ms. Terri Sparkman, DeSoto Dream Center, addressed and distributed handouts to the Board. Ms. Sparkman shared about the focus of the program, and requested financial support to help fund the Olive Branch Adopt-a-Block program.

**ANNOUNCEMENTS:**

Mayor Adams announced that Olive Branch EMS personnel will conduct free blood pressure and blood sugar checks at the Senior Center on the first Wednesday of each month.

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Mayor Adams has been appointed to the MML Legislative Committee for the Northern section of the State.

Mayor Adams presented written updates from the COO to the Board outlining accomplishments and ongoing projects in various departments.

**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 transfers from the Water Sewer Fund to the Water Sewer Bond Debt Fund and from the Airport Operations Fund to the Airport Debt Service Fund for debt service payments due September 1, 2023.  
  
Water Sewer Fund to Water Sewer Bond Debt Fund \$15,508.05  
Airport Operations Fund to Airport Debt Service Fund \$142,048.75  
*Authorized*
3. Authorize the City of Olive Branch to accept a donation of four (4) youth baseball bats from Keith Pryor designated for the Park Department. *Authorized*
4. Authorize the City of Olive Branch to accept a donation of \$2,000.00 from Olive Branch Youth Football and Cheerleading League designated for the Park Department. *Authorized*
5. Appoint Jackson Zumbahl, Evan Collier, Reagan Barrett, and Christopher Bennington as deputy clerks for the purpose of receiving and distributing funds and attending training. *Appointed*
6. Approve request to pre-approve tuition reimbursement for Ladarris Triplett. *Approved*
7. Approve request to pre-approve tuition reimbursement for Ashley Holladay. *Approved*
8. Approve request to pre-approve tuition reimbursement for Derrick Jones. *Approved*
9. Authorize the City of Olive Branch to accept a donation of treats, toys and other dog essentials from Hollywood Feed and PetSuites of Olive Branch designated for the Olive Branch Animal Control Department. *Authorized*
10. Authorize the City of Olive Branch to accept a donation of \$50.00 from R.M. Huffman designated for the Olive Branch Police Department. *Authorized*
11. Authorize execution of engagement letter with Franks, Franks, Wilemon & Haygood for the fiscal year 2023 audit. *Authorized*
12. Authorize service agreement with Lunz Tree Service and pay all associated costs. *Authorized*

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13. Authorize the City of Olive Branch to enter into a service agreement with Otis Elevator Company for required elevator testing at Airport Tower and pay all associated costs. *Authorized*
14. Approve service agreement with Curtis Pressure Washer, LLC for trash cart delivery and pay all associated costs. *Approved*
15. Authorize amendment to Rental Agreement with Memphis Communications Corporation pursuant to Mississippi State Contract 8200067923 for utility billing printers. *Authorized*
16. Authorize the City Clerk or Assistant City Clerk to make payments to the U.S. Postal Service for mailing the biannual newsletter and other community mailouts. *Authorized*
17. Approve amendment of budget for fiscal year beginning 10/1/2022 and ending 9/30/2023. *Approved*
18. Approve the City of Olive Branch as a Corporate Partner of the YMCA. *Approved*
19. Approve request to reimburse tuition expense for Scott Young. *Approved*
20. Accept Fencing Solutions as the lowest and best quote for fencing at Fire Station 2 and pay all associated costs. *Accepted*
21. Accept Fencing Solutions as the lowest and best quote for fencing at Fire Station 3 and pay all associated costs. *Accepted*
22. Adopt Final Resolutions Granting Ad Valorem Tax Exemptions for:
  - a. Kenco Logistic Services, LLC
  - b. Milwaukee Electric Tool Corporation, 12385 Crossroads Dr.*Adopted*
23. Approve Fifth Amendment to Site Lease Agreement between the City of Olive Branch and New Cingular Wireless PCS, LLC. - 7600 Pleasant Hill Road *Approved*
24. Approve Tenth Amendment to Site Lease Agreement between the City of Olive Branch and New Cingular Wireless PCS, LLC. - 10123 Alexander Road *Approved*
25. Introduce for review and comment the ordinance granting a non-exclusive franchise and right to use rights-of-ways to Zayo Group, LLC. *Introduced*
26. Authorize the City Clerk to close the GO Improvement 2015 checking account at Cadence Bank upon depletion of funds due to the fact the account is no longer needed. *Authorized*
27. 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.

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**MAINTENANCE SHOP**

Hemi Engine (Dodge Charger)

Hemi Engine (Dodge Charger)

*Declared and authorized*

28. 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**

010379 Wyse Thin Client s/n F282W72

010261 Wyse Thin Client s/n 6VWLV72

010262 Wyse Thin Client s/n 5LTTV72

ShoreTel phone s/n 105810FW174255114E

ShoreTel phone s/n 105810FW174255114F

ShoreTel phone s/n 105810FW1742551158

ShoreTel phone s/n 105810FW1742441148

**STREET DEPT.**

002889 Generator #532 s/n D050768247

*Declared and authorized*

29. Authorize the Mayor and City Clerk to refund \$2,500.00 deposit on Street Cut Permit #5262023 to Byers Engineering Company for work completed relative to the Ruan Building facility located at 7111 Old Goodman Road now that work is complete and has received satisfactory inspection. *Authorized*
30. Authorize the Mayor and City Clerk to refund \$2,500.00 deposit on Street Cut Permit #23041414551279 to Progressive Construction for work completed relative to Bolen Trucking located at 8060 W. Sandidge Road now that work is complete and has received satisfactory inspection. *Authorized*
31. Approve addition to the 2022/2023 and 2023/2024 pool of Seasonal Employees for hire as determined by Parks and Recreation Director. *Approved*

**PLANNING COMMISSION / OLD BUSINESS:**

1. Public Hearing date for consideration of application to Amend the Project Text and Development Plan for Robinson Crossing Planned Unit Development (PUD), submitted by Joe Frank Lauderdale, on behalf of Project Developer Barry Bridgforth, Pleasant Hill Land & Development Co. The purpose is to make minor amendments to the Project Text to reflect conditions in the subdivision as already built and proposed through its completion, including corrections to setbacks and updates to the designs of streets and sidewalks/walkways. The 231.6 +/- acre property is zoned Planned Unit Development (PUD) and is located at the southeast corner of Malone Road and Church Road. (File# ZP23-0003) *Public Hearing set for this date in meeting of July 18, 2023. Remanded to Planning Commission, motion carried unanimously.*

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**PLANNING COMMISSION / NEW BUSINESS:**

**Items on Planning Commission Consent Agenda approved as presented, motion carried unanimously. Planning Commission Consent Agenda items as follows:**

1. Planning Commission Consent Items:  
Set Public Hearing for application to amend the Project Text and associated Development Plan for Mitchell's Corner Planned Development, Area 1, to permit gas pumps as accessory use to allowed convenience store, submitted by Houston Engineering, on behalf of 305 College Inc., Property Owner. The subject property, which is zoned C-4, Planned Commercial District, is located at the southwest corner of the intersection of College Road and HWY 305. (File# ZP22-0026) Public Hearing date set for September 19, 2023.
2. Consideration of application for the First Revision to the Watts 2 Lot Subdivision, submitted by Robbie Jones, Jones-Davis & Assoc, on behalf of Bobby Watts, Property Owner. The request is to subdivide existing 8.0 +/-acre Lot 2 into 2 lots. The subject property is zoned A-R, Agricultural-Residential District, and is located at the end of Oak Shadow Lane, just east of the intersection of Oak Shadow Lane and Spring Valley Drive, known as 6750 Oak Shadow Lane. (File# SD23-0031) Approved, motion carried unanimously.
3. Consideration of application for a Final Plat for Noble Gardens Subdivision, submitted by Brad Noble, Noble Storage LLC, on behalf of Property Owner, Olive Branch Manufacturing Company Inc. The request is to divide 7.43 +/-acres into 2 commercial lots. The subject property is zoned C-2, Highway Commercial District, and is located just east of the intersection of Chateau Drive and French Fort Drive and runs along HWY 78. (File# SD23-0033) Tabled indefinitely, motion carried unanimously.
4. 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.

**LIST "A" (No action required.)**

<b>Name</b>	<b>Address</b>	<b>Parcel #</b>
Cricket Ranch	7642 Hwy 178	1064.2000.0-00063.00
Debbie Thompson	5647 Michaelson	2062.0312.0-00198.00
Yvonne Stacy Ettinger	5934 Michaelson Dr	2062.0311.0-00166.00

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

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**LIST "B" (Those lots yet to be cleaned.)**

<u>Name</u>	<u>Address</u>	<u>Parcel #</u>
Shashidhar Kondra	7911 Allen Glen	1069.2934.0-00125.00
Pugh James Edward	8780 Courtly Circle N	1065.2114.0-00056.00
VB ONE LLC	10838 East Ridge	1067.2613.0-00057.00

*Determined and declared, motion carried unanimously.*

**OLD BUSINESS:**

1. Public Hearing date for Budget Hearing to provide the general public with an opportunity to comment on the taxing and spending plan incorporated in the proposed budget for the City of Olive Branch for the fiscal year beginning October 1, 2023 and ending September 30, 2024. *Public Hearing set for this date in meeting of July 18, 2023.*

**NEW BUSINESS:**

1. Consideration of recommendation from the City Engineer to refund Astoria Development MS, LLC in the amount of \$15,000.00 due to the completion of all improvements for The Preserve at Cedar Bluff, Phase 1, and release them of the Maintenance Agreement. *Authorized, motion carried unanimously.*
2. Consideration of recommendation to approve a service agreement with Fisher and Arnold for design, bidding and construction administration services related to a new public works facility. *Approved, motion carried unanimously.*

**EXECUTIVE SESSION:**

1. Personnel matter in the Airport Department  
*Consideration of recommendation for potential new hire.  
Hired one (1) new employee, motion carried unanimously.*
2. Personnel matters in the Ambulance Department  
*Consideration of recommendation for potential new hires.  
Hired two (2) new employees, motion carried unanimously.*
3. Personnel matters in the Concession Department  
*Consideration of recommendation for potential new hires.  
Hired five (5) new employees, motion carried unanimously.*
4. Personnel matters in the Fire Department
  - a. *Consideration of recommendation for potential new hire.  
No action taken.*
  - b. *Consideration of recommendation for employee promotions and salary increases.  
Authorized promotions and salary increases for two (2) employees, motion carried unanimously.*
5. Personnel matter in the Gas Maintenance Department  
*Consideration of recommendation for potential new hire.  
Hired one (1) new employee, motion carried unanimously.*

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6. Personnel matter in the Park Department  
*Consideration of recommendation for employee promotion and salary increase.*  
*Authorized promotion and salary increase for one (1) employee, motion carried unanimously.*
7. 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 recommendation for employee promotions and salary increases.*  
*Authorized promotions and salary increases for two (2) employees, motion carried unanimously.*
  - c. *Consideration of recommendation for employee disciplinary action.*  
*Approved suspension of one (1) employee for one (1) day without pay, motion carried unanimously.*
8. Personnel matters in the Sanitation Department
  - a. *Consideration of recommendation for employee promotion and salary increase.*  
*Authorized promotion and salary increase for one (1) employee, motion carried unanimously.*
  - b. *Consideration of recommendation for employee disciplinary action.*  
*Approved suspension of one (1) employee for two (2) days without pay, motion carried unanimously.*
9. Personnel matter in the Water Maintenance Department  
*Consideration of recommendation for employee disciplinary action.*  
*Approved suspension of one (1) employee for one (1) day without pay, motion carried unanimously.*

**CLAIMS DOCKETS:**

1. Warrant report #08152023, dated 08/11/2023, 214 invoices totaling \$4,520,623.30  
*Approved for payment, motion carried unanimously.*
2. Warrant report #081523NC, dated 08/15/2023, 2 invoices totaling \$204,471.36.  
*Approved for payment, motion carried unanimously.*
3. Warrant report #081523UT, dated 08/15/2023, 78 invoices totaling \$8,315.69.  
*Approved for payment, motion carried unanimously.*
4. Warrant report #081523AT, dated 08/15/2023, 5 invoices totaling \$10,815.11.  
*Approved for payment, motion carried unanimously.*
5. Warrant report #08162023, dated 08/15/2023, 97 invoices totaling \$356,056.20.  
*Approved for payment, motion carried unanimously.*