

MINUTE SUMMARY
SEPTEMBER 19, 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, September 19, 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 September 5, 2023, approved as presented, motion carried unanimously.

ANNOUNCEMENTS:

Mayor Adams announced that Olive Branch Dispatchers Angie Carroll and Jodi Grimes have obtained their Mississippi BETST State Certifications.

Mayor Adams has been appointed to the Mississippi Municipal League Board of Directors.

Mayor Adams shared a summary of Fire/EMS calls and public events to date for September 2023.

Mayor Adams announced that the City has closed on land for the new Animal Shelter.

CONSENT AGENDA:

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

1. Travel/Training *Approved*
2. Authorize increase for Business License petty cash drawer from \$100.00 to \$200.00 due to relocation to new Fire Administration Building. *Authorized*

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3. Authorize the Mayor and City Clerk to make transfers from the Water Sewer Fund to the Water Sewer Bond Debt Fund for debt service payments due October 1, 2023.

Water Sewer Fund to Water Sewer Bond Debt Fund - \$105,583.75
Authorized

4. Retire Marco from the Police Department in accordance with M.C.A. 17-25-25 and authorize necessary amendment to the fixed asset inventory.

POLICE DEPT

005865

Retired and authorized

5. Declare as surplus the following items with a Fair Market Value over \$1000.00 and grant authorization to advertise for sale at public auction on GovDeals.com in accordance with M.C.A. 17-25-25 and authorize necessary amendment to the fixed asset inventory.

GAS DEPT

003274 2007 Ford F150 VIN #1FTRX12W97FB06531

Declared and authorized

6. Authorize the use of eight (8) City-owned garbage cans by Pleasant Hill Elementary School for a Can Recycling Program, educational and collection, from 10/02/2023 to 05/16/2024 with the specific findings that it will advertise and promote the City of Olive Branch. *Authorized*
7. Approve submittal of the Fiscal Year 2024 Airport Improvement Program Grant Pre-application. *Approved*
8. Approve request to pre-approve tuition reimbursement for Brad Waldrip. *Approved*
9. Authorize expenditures not to exceed \$1,400.00 for candy to be distributed at various fall festivals and Christmas events, with the specific finding that said expenditure will advertise and promote the City of Olive Branch. *Authorized*
10. Approve annual expenditure of \$700.00 to CivicPlus, LLC for online Hosting and Municode Archival OrdBank 10/01/2023 through 09/30/2024. *Approved*
11. Approve annual expenditure of \$350.00 to CivicPlus, LLC for Municode Administrative Support Fee 09/01/2023 to 08/31/2024. *Approved*
12. Authorize purchase not to exceed \$5,000.00 for promotional items including but not limited to challenge coins and City logo lapel pins with the specific finding that said expenditures will advertise and promote the City of Olive Branch. *Authorized*
13. Authorize the City of Olive Branch to purchase Xylem Flygt sewage pumps with specific findings that Gulf States Engineering Company, Inc. is the "sole source" supplier, and that valid justification exists to approve a purchase of

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specific equipment necessary to perform a specific job.
Authorized

14. Authorize the City of Olive Branch to purchase Master Meter radio-read meters, transmitters, and other required metering equipment with specific findings that Southern Pipe & Supply is the "sole source" supplier, and that valid justification exists to approve a purchase of specific equipment necessary to perform a specific job. *Authorized*
15. Authorize the City of Olive Branch to purchase liability, automotive, property, and workers' compensation insurance coverage for the Olive Branch Airport per quotes received from HUB International. *Authorized*
16. Accept CY Construction, LLC. as the lowest and best quote for water leak repairs and pay all associated costs. *Accepted*
17. Authorize City Attorney to order appraisals - Fox Run Drainage Project. *Authorized*
18. Approve Fee-in-Lieu of tax agreement with Wal-Mart Fulfillment Services, LLC. *Approved*
19. Approve settlement of claim pursuant to Miss. Code Ann. Section 25-1-47 - Beechcraft Bonanza N85EC. *Approved*
20. Approve Memorandum of Understanding between the City of Olive Branch Police Department and the Desoto County School District. *Approved*
21. Authorize the City of Olive Branch to enter into a rental agreement with Arrow Portable Services, Inc. and pay all associated costs. *Authorized*
22. Authorize the City of Olive Branch to enter into a service agreement with Premier Landscapes for landscape maintenance and lawn care at Blocker Cemetery and pay all associated costs. *Authorized*
23. Authorize execution of Contract Amendment No. 1 for Work Order No. 9 with Garver, LLC to remove construction services tasks, making revised Work Order No. 9 for design related services in the amount of \$74,700. *Authorized*
24. Approve amendment of budget for fiscal year beginning 10/01/2022 and ending 09/30/2023. *Approved*
25. Approve addition to the 2022/2023 and 2023/2024 pools of Seasonal Employees for hire as determined by Parks and Recreation Director. *Approved*

PLANNING COMMISSION / OLD BUSINESS:

1. 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 4.42 +/- acre subject property, which is zoned C-4, Planned Commercial

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District, is located at the southwest corner of the intersection of College Road and HWY 305. (File# ZP22-0026) Public Hearing set for this date in meeting of Augst 15, 2023. Authorized supermajority vote, motion carried unanimously. Denied application. Motion put to roll call vote and carried 5-2, with Alderwoman Aldridge, Alderman Collins, Alderman Earhart, Alderwoman Henderson and Anderman Wallace voting in favor of denial, and with Alderman Dickerson and Alderwoman Hamilton voting in opposition.

2. 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 September 5, 2023. Approved, motion carried unanimously.

PLANNING COMMISSION / NEW BUSINESS:

1. Planning Commission Consent Items:

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

- a. Set Public Hearing date for consideration of application for Project Text and Development Plan for Robinson Crossing Commerce Center Planned Commercial Development, submitted by Stephen Steinbach, UrbanInsites LLC on behalf of Barry Bridgforth, Bridgforth RR Heirs, Property Owner. The purpose is to establish the Robinson Crossing Commerce Center, a 92.0 +/-acre commercial development. The subject property is zoned C4, Planned Commercial District, and is located at the northeast corner of Pleasant Hill Road and Church Road. (File# ZP23-0002) Public Hearing date set for October 17, 2023.
- b. Approve application for the 1st Revision of Garner Commercial Subdivision, Lots 1 & 3, submitted by Bob Farley, on behalf of Property Owner CADA LLC. The request is to revise the lot line between Lot 1 and Lot 3. The 10.28 +/-acre subject property is zoned M-1, and is located at the end of Stateline Road E, east of Yahweh Drive and on the south side of HWY 178, known as 6860 Stateline Road E. (File# SD23-0034)
- c. Approve application to vacate a portion, 0.28 +/-acres, of Lot 8 of Wisewoods Subdivision, Section B, submitted by Robbie Jones, Jones-Davis & Assoc Inc, on behalf of Property Owner Bonnie Wiseman. The subject property is zoned R-2, Single-Family Residential District, and is

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located at the end of Wiseman Drive, on the south side of the road. (File# SD23-0036)

2. Consideration of application for a Preliminary Plat for Scope Subdivision, submitted by Chad Fischer, Focal Point Investments, Property Owner. The request is to subdivide 15.89 +/-acres into 3 lots. The subject property is zoned M-1, Light Industrial District and is located on the northwest side of Old Craft Road and the southwest side of HWY 178, known as 8690 and 8700 Old Craft Road. (File# SD23-0038) *Approved, motion carried unanimously.*
3. Consideration of application for a Final Plat for Acree Commercial Development Subdivision, Phase 2, submitted by Harvey Matheny, the Pickering Firm, on behalf of David & Sons Properties, LLC, Property Owner. The request is to create 3 commercial lots and 1 COS from 4.93 +/-acres. The subject property is zoned C-4, Planned Commercial District, and is located at the southwest corner of HWY 302 and Craft Road. (File# SD23-0035) *Approved, motion carried unanimously.*
4. Consideration of application to amend the Preliminary Plat for The Villages at Southbranch Subdivision, Phase 1, submitted by Henry Porter, W. H. Porter Consultants, PLLC, on behalf of Michaelle Terhune, Southbranch Development LLC, Property Owner. The request is to add a common open space (COS E504) and surrounding road sections from initially planned Phase 5 to Phase 1. The subject property is zoned R-3, Planned Residential District, and is located on the east side of Pleasant Hill Road N, between Stonecrest Drive. and Braham Drive. (File# SD22-0018) *Approved, motion carried unanimously.*
5. Consideration of application for a Final Plat for The Villages at Southbranch Subdivision, Phase 1A, submitted by Henry Porter, W. H. Porter Consultants, PLLC, on behalf of Michaelle Terhune, Southbranch Development LLC, Property Owner. The request is to create 47 residential lots and 5 COS from 33.74 +/-acres. The subject property is zoned R-3, Planned Residential District, and is located on the east side of Pleasant Hill Road N, between Stonecrest Drive and Braham Drive. (File# SD23-0037) *Approved, motion carried unanimously.*
6. 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 property forthwith.

LIST "A" (No action required.)

Name	Address	Parcel #
Melissa George	10266 Stephenson	1067-3503.0-00028.00

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

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LIST "B" (This lot yet to be cleaned.)

<u>Name</u>	<u>Address</u>	<u>Parcel #</u>
Betsy Milward Smith	9236 Railroad	1068-2700.3-00013.00

Determined and declared, motion carried unanimously.

OLD BUSINESS:

1. Consideration of bids opened August 28, 2023 for Natural Gas Supplies. *Tabled til this date in meeting of September 5, 2023. Awarded as follows:*

Category 1 - Met Fit Compression Couplings

Low Bid	Southern Pipe	\$39,465.00
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Category 2 - Tracing Wire

Low Bid	Southern Pipe	\$6,600.00
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Category 3 - Gas Cocks

Low Bid	Southern Pipe	\$15,400.00
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Category 3 (cont.) - Black Iron Nipples

Low Bid	Southern Pipe	\$7,268.50
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Category 3 (cont.) - Bell Reducers

Low Bid	Southern Pipe	\$1,865.00
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Category 3 (cont.) - 90 Degree Reducers

Low Bid	Southern Pipe	\$2,562.50
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Category 3 (cont.) - Threaded Black Couplings

Low Bid	Southern Pipe	\$1,485.00
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Category 3 (cont.) - Threaded Black 90's

Low Bid	Southern Pipe	\$4,060.00
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Category 3 (cont.) - Threaded Black Tee

Low Bid	Southern Pipe	\$1,340.00
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Category 4 - Gas Pipe

Low Bid	Southern Pipe	\$105,375.00
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Category 5 - Excess Flow Valves

Low Bid	Southern Pipe	\$26,378.70
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Category 5 (cont.) - Gas Riser

Low Bid	Southern Pipe	\$17,575.00
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Category 5 (cont.) - Butt Fusion Reducer Couplings		
Low Bid	Southern Pipe	\$1,217.40
Category 5 (cont.) - Butt Fusion Tees		
Low Bid	Southern Pipe	\$2,930.10
Category 5 (cont.) - Butt Fusion 90's		
Low Bid	Southern Pipe	\$2,598.40
Category 5 (cont.) - Butt Fusion 45's		
Low Bid	Southern Pipe	\$1,917.40
Category 5 (cont.) - Butt Fusion End Caps		
Low Bid	Southern Pipe	\$1,201.35
Category 5 (cont.) - PE Poly Valves		
Low Bid	Southern Pipe	\$18,436.75
Category 6 - Electro Fusion Couplings (medium density)		
Low Bid	Southern Pipe	\$26,620.00
Category 6 (cont.) - Electro Fusion Tap Tee (Central Brand)		
Low Bid	Southern Pipe	\$21,762.15
Category 7 - Valve box with Lid		
Low Bid	Southern Pipe	\$735.00
Category 8 - Valve Box Risers		
Low Bid	Southern Pipe	\$3,860.00
Category 9 - Wrap around Repair Clamp for PE Pipe		
Low Bid	Southern Pipe	\$6,516.20
Category 10 - Dresser Coupling w/ Stiffeners: Style 90		
No Bid		
Category 11 - Steel Fast Tap w/ Compression Outlet		
Low Bid	Southern Pipe	\$17,825.82
Category 12 - Meters		
Low Bid	Tri-State Meter	\$497,834.25
Category 12 (cont.) - Meter Loops		
Low Bid	Tri-State Meter	\$50,035.00

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Category 12 (cont.) - Regulators		
Low Bid	Tri-State Meter	\$147,720.40

Category 13 - Meter Stations		
Low Bid	Tri-State Meter	\$1,313.432.05

Category 14 - Indexes (Schlumberger, American, Sensus)		
No Bid		

Category 15 - Indexes		
No Bid		

Awarded, motion carried unanimously.

2. Consideration of bids opened August 28, 2023 for Street Supplies. Tabled til this date in meeting of September 5, 2023. Awarded as follows:

Category 1 - Cold Mix		
Reject bid- Will seek quotes.		

Category 2- Hot Asphalt Surface Mix		
Low bid	Lehman-Roberts	\$76.00/ ton

Category 3 - Crushed Concrete		
Reject bid- Will seek quotes		

Category 4 - CR - 610 Limestone		
Low Bid	Fullen Dock & Warehouse	\$36.50/ ton delivered
		\$24.50/ ton picked up

Category 5- Sand		
Reject Bid- Will seek quotes throughout the year.		

Category 6 - Rip Rap		
Low Bid- 100 lb. class Rip Rap	Fullen Dock & Warehouse	\$43/ ton delivered
		\$31/ ton picked up

Low Bid- 200 lb. class Rip Rap	Fullen Dock & Warehouse	\$43/ ton delivered
		\$31/ ton picked up

Low Bid- 4" - 8" Gabion Class Rip Rap	Fullen Dock & Warehouse	\$43/ ton delivered
		\$31/ ton picked up

Category 7 - 57 Stone		
Low Bid	Fullen Dock & Warehouse	\$37.50/ton delivered
		\$25.50/ ton picked up

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Category 8 - HP Drainage Pipe		
Low Bid	Southern Pipe	\$13.72 - Grey Wall 12"
		\$16.96 - Grey Wall 15"
		\$22.61 - Grey Wall 18"
		\$36.46 - Grey Wall 24"
		\$52.30 - Grey Wall 30"
		\$64.37 - Grey Wall 36"
		\$83.76 - Grey Wall 42"
		\$108.99 - Grey Wall 48"
		\$161.59 - Grey Wall 60"

Category 9- Gravel
Reject bid- Will seek quotes throughout the year.

Awarded, motion carried unanimously.

3. Consideration of bids opened August 28, 2023 for Water and Wastewater Supplies. *Tabled til this date in meeting of September 5, 2023. Awarded as follows:*

Category 1 - Service Brass		
Low Bid	Southern Pipe	\$186,655.70

Category 2 - Meter Setters/Yokes		
Low Bid	Southern Pipe	\$64,288.00

Category 3 - Meter Boxes		
Low Bid	Southern Pipe	\$14,622.00

Category 4 - Service Saddles		
Low Bid	Southern Pipe	\$22,585.00

Category 5 - Transition Couplings		
Low Bid	Southern Pipe	\$95,655.60

Category 6 - High Max Couplings		
Low Bid	Southern Pipe	\$18,675.00

Category 7 - Tubing		
Low Bid	Southern Pipe	\$5,880.00

Category 8 - Stick Pipe		
No bid		

Category 9 - Sewer Full Circle Clamps		
Low Bid	Southern Pipe	\$87,700.00

Category 10 - Alpha Valves		
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Low Bid	Southern Pipe	\$91,299.50
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Category 11 – Alpha End Caps		
Low Bid	Southern Pipe	\$6,610.00

Category 12 – Water Treatment Chemicals		
Low Bid	Ideal Chemical	\$699,718.75

Category 13- Master Meter RR Meter Single Register		
Low Bid	Southern Pipe	\$341,200.00

Category 14- Meter Housings, Shrouds and Registers		
Low Bid	Southern Pipe	\$45,719.00

Awarded, 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 matter in the Concession Department
*Consideration of recommendation for potential new hire.
Hired one (1) new employee, motion carried unanimously.*
3. Personnel matters in the Park Department
 - a. *Consideration of recommendation for employee promotions and salary increases.
Authorized promotion and salary increase for two (2) employees, motion carried unanimously.*
 - b. *Consideration of recommendation for potential new hire.
Hired one (1) new employee, motion carried unanimously.*

CLAIMS DOCKETS:

1. Warrant report #091923NC, dated 09/15/2023, 2 invoices totaling \$204,157.40.
Approved for payment, motion carried unanimously.
2. Warrant report #091923FX, dated 09/15/2023, 1 invoice totaling \$138.57.
Approved for payment, motion carried unanimously.
3. Warrant report #091923UT, dated 09/15/2023, 89 invoices totaling \$9,345.26.
Approved for payment, motion carried unanimously.
4. Warrant report #09192023, dated 09/15/2023, 210 invoices totaling \$2,059,404.15.
Approved for payment, motion carried unanimously.
5. Warrant report #091923FEDX, dated 09/19/2023, 1 invoice totaling \$23.18.
Approved for payment, motion carried unanimously.

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6. Warrant report #091923AT, dated 09/19/2023, 3 invoices totaling \$7,229.25.
Approved for payment, motion carried unanimously.

7. Warrant report #09202023, dated 09/19/2023, 125 invoices totaling \$422,838.50.
Approved for payment, motion carried unanimously.