

**MINUTE SUMMARY**  
**FEBRUARY 21, 2023**

1

**BE IT REMEMBERED** that the Mayor Pro Tempore and Board of Aldermen of the City of Olive Branch met in regular session, February 21, 2023 at 6:30 o'clock p.m., in the Municipal Court Room at 6900 Highland Street.

**AGENDA**

Mayor Pro Tempore George Collins called the regular meeting to order at 6:30 o'clock p.m.

Alderman Earhart had the opening prayer. Mayor Pro Tempore George Collins led the Pledge of Allegiance.

**ROLL CALL (Establish Quorum):**

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

**APPROVAL OF MINUTES:**

**Minutes of the Regular Meeting held February 7, 2023, approved as presented, motion carried with Alderwoman Aldridge, Alderman Dickerson, Alderwoman Hamilton, Alderwoman Henderson and Alderman Wallace voting in favor, with Alderman George Collins presiding as Mayor Pro Tempore and with Alderman Earhart abstaining.**

**CONSENT AGENDA:**

**Items on Consent Agenda approved as presented, motion carried with Alderwoman Aldridge, Alderman Dickerson, Alderman Earhart, Alderwoman Hamilton, Alderwoman Henderson and Alderman Wallace voting in favor, and with Alderman George Collins presiding as Mayor Pro Tempore. 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 March 1, 2023.

Water Sewer Fund to Water Sewer Bond Debt Fund - \$283,968.55  
Airport Operations Fund to the Airport Debt Service Fund \$42,048.75  
*Authorized*

3. Accept quote of DeSoto Times-Tribune for publication of the City's legal notices for a period of one year, approve

**MINUTE SUMMARY**  
**FEBRUARY 21, 2023**

2

agreement, and authorize the Mayor to execute the same. *Accepted, approved and authorized.*

4. Authorize the City of Olive Branch to cancel service agreement with CenturyLink. *Authorized*
5. Approve service agreement with C-Spire Business for internet service and pay all associated costs. *Approved*
6. Approve Memorandum of Understanding and Indemnity Agreements between the City of Olive Branch and various students at Desoto County Vocational Training Center relative to the participant visiting the fire facilities and riding in or upon departmental apparatus and participation in the Emergency Response training at the scene of a fire or other emergencies. *Approved*
7. Authorize Court Department to dispose of and/or scan all criminal court files in which disposition or satisfaction of the sentence has been had for the periods 1990-1999 and 2013-2015, destruction to be conducted in accordance with State Record Retention Schedule. *Authorized*
8. Authorize service agreement with Central Alabama Training Solutions for Breathing Air Compressor maintenance and testing for the Fire Department and pay all associated costs. *Authorized*
9. Accept R-Con, Inc. as the lowest and best quote for water leak repairs and pay all associated costs. *Accepted*
10. Approve request from Mr. Kenneth Pryor for special consent of cemetery interment in Blocker Cemetery. *Approved*
11. Approve revisions to the Olive Branch Police Department Policy and Procedure Manual. *Approved*
12. Authorize the City of Olive Branch to enter into an agreement with CivicPlus, LLC to add the CivicSend feature for the purpose of E-newsletters and pay all associated costs. *Authorized*
13. Authorize a police motorcycle to be displayed and used as a photo prop during a public relations event with the specific finding that it will advertise and promote the City of Olive Branch. *Authorized*
14. Authorize the City of Olive Branch to purchase one (1) 2017 Ford F150 4X4 and one (1) 2015 Ford F250 4X4 from the Missouri State Highway Patrol. *Authorized*
15. Approve Fire Department purchase of SCBA equipment pursuant to state contract number 8200064759. *Approved*
16. Authorize the City of Olive Branch to accept a donation for billboard use from the Chamber of Commerce and expenditures up to \$2,000.00 for printing and installation of City designed signage on said billboard, with the specific finding

**MINUTE SUMMARY**  
**FEBRUARY 21, 2023**

3

that said expenditure will advertise and promote the City of Olive Branch. *Authorized*

17. Approve Initial Resolution Granting Ad Valorem Tax Exemption to Ruan Transport Corporation. *Approved*
18. Approve Freeport Warehouse Tax Exemption to MacLean Power, LLC. *Approved*
19. Approve Memorandum of Understanding for Belnick, LLC d/b/a Ubique Group. *Approved*
20. Accept the donation of easements associated with the Old River Farms Sewer Project.
  - a. Estates of Gwin Farms homeowners Association, Inc.
  - b. Margaret Haley Shepherd and James Earl Kent, Jr.*Accepted*
21. Approve Medicaid Supplemental Payment Program Support Agreement and Nondisclosure Agreement with Mississippi Ambulance Alliance. *Approved*
22. Approve amendment of budget for fiscal year beginning 10/01/2022 and ending 9/30/2023. *Approved*
23. Declare as surplus with a Fair Market Value of less than a \$1000.00 to be taken to Martin Bros for scrap in accordance with M.C.A. 17-25-25 and authorize necessary amendment to fixed asset inventory.

**POLICE DEPT.**

002618 Eyewitness Camera s/n: DVO4250  
002601 Eyewitness Camera s/n: DVO4254  
002409 Eyewitness Camera s/n: DVO2214  
002414 Eyewitness Camera s/n: DVO2215  
002412 Eyewitness Camera s/n: DVO2212  
*Declared and authorized*

24. 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.

**STREET DEPT.**

004597 2009 Ford F250 #664 vin#1FTNX20509EA62149

**FIRE DEPT.**

2005 Generac Generator s/n: 4204192  
*Declared and authorized*

25. Approve submission of the Mississippi Outdoor Stewardship Trustfund Grant Application related to Parks and Recreation. *Approved*
26. Approve addition to the 2022/2023 pool of Seasonal Employees for hire as determined by Parks and Recreation Director. *Approved*

**MINUTE SUMMARY**  
**FEBRUARY 21, 2023**

4

27. Authorize the City of Olive Branch to advertise and seek bids for the City of Olive Branch FEMA Emergency Notification Devices Project. *Authorized*
28. Authorize the City of Olive Branch to advertise and seek bids for one (1) Track Mounted Hydraulic Excavator. *Authorized*

**PLANNING COMMISSION / NEW BUSINESS:**

1. Planning Commission Consent Items:

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

- a. Approve application for a Final Plat submitted by Ezra Shen, Memphis Korean Church of Christ, Property Owner. The request is to create a one lot subdivision of 1.45 +/-acres, known as "Memphis Korean Church of Christ Subdivision". The subject property is zoned A-R, Agricultural-Residential, and is located on the south side of Stateline Road, between Hunter's Ridge Drive and Fox Cove, known as 7595 Stateline Road E. *(File# SD23-0002) Approved*
2. Consideration of application for a Final Plat submitted by Byron Houston, Houston Engineering on behalf of Church-Craft Road Express LLC, Property Owner. The request is to create a one lot Commercial subdivision of 2.0 +/-acres. The subject property is zoned PUD, Planned Unit Development, and is located at the NE corner of Craft Road and Church Road. *(File# SD23-0001) Approved, motion carried with Alderwoman Aldridge, Alderman Dickerson, Alderman Earhart, Alderwoman Hamilton, Alderwoman Henderson and Alderman Wallace voting in favor, and with Alderman George Collins presiding as Mayor Pro Tempore.*
3. Consideration of application for a Final Plat for Stateline Business Park Subdivision, Phase 2, submitted by Nick Kreunen, Civil Link, on behalf of Magnolia Properties, LP, Property Owner. The request is to divide 2.97 +/-acres into 4 lots. The subject property is zoned M-1, Light Industrial District and is located on the southeast corner of Vista Cove and Alexander Road. *(File# SD22-0066) Approved, motion carried with Alderwoman Aldridge, Alderman Dickerson, Alderman Earhart, Alderwoman Hamilton, Alderwoman Henderson and Alderman Wallace voting in favor, and with Alderman George Collins presiding as Mayor Pro Tempore.*
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 property forthwith.

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

**MINUTE SUMMARY  
FEBRUARY 21, 2023**

5

<b>Name</b>	<b>Address</b>	<b>Parcel #</b>
Bobby C Davis, Sr	6161 Humphrey Drive	1069.3204.0-00016.00
<i>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 with Alderwoman Aldridge, Alderman Dickerson, Alderman Earhart, Alderwoman Hamilton, Alderwoman Henderson and Alderman Wallace voting in favor, and with Alderman George Collins presiding as Mayor Pro Tempore.</i>		

<b>Name</b>	<b>Address</b>	<b>Parcel #</b>
Ronald Johnson	7432 Rose Garden Lane	2063.0805.0-00047.00
<i>Tabled til meeting of March 21, 2023, motion carried with Alderwoman Aldridge, Alderman Dickerson, Alderman Earhart, Alderwoman Hamilton, Alderwoman Henderson and Alderman Wallace voting in favor, and with Alderman George Collins presiding as Mayor Pro Tempore.</i>		

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

<b>Name</b>	<b>Address</b>	<b>Parcel #</b>
Brian L Saulsberry	14.68 acres at dead end of Hunters Creek Drive, bordering proposed Craft Road extension easement	1064.2000.0-00020.00
<i>Determined and declared, motion carried with Alderwoman Aldridge, Alderman Dickerson, Alderman Earhart, Alderwoman Hamilton, Alderwoman Henderson and Alderman Wallace voting in favor, and with Alderman George Collins presiding as Mayor Pro Tempore.</i>		

**NEW BUSINESS:**

1. Consideration of recommendation to approve Change Order #1 on contract with Enscor, LLC for the project referred to as Woodland Lake Outlet Structure in the amount of \$33,446.00, increasing the contract amount from \$1,518,802.64 to \$1,552,248.64, relative to requested modifications by MDEQ. *Approved, motion carried with Alderwoman Aldridge, Alderman Dickerson, Alderman Earhart, Alderwoman Hamilton, Alderwoman Henderson and Alderman Wallace voting in favor, and with Alderman George Collins presiding as Mayor Pro Tempore.*
2. Consideration of recommendation to approve a Contract Amendment on contract with Fisher & Arnold, Inc. to include additional Professional Engineering Services for the project referred to as Maywood Water and Gas Improvements in an amount not-to-exceed \$3,950.00, increasing the contract amount from \$84,194.00 to \$88,144.00. *Approved, motion carried with Alderwoman Aldridge, Alderman Dickerson, Alderman Earhart, Alderwoman Hamilton, Alderwoman Henderson and Alderman Wallace voting in favor, and with Alderman George Collins presiding as Mayor Pro Tempore.*
3. Consideration of recommendation to authorize release of remaining balance on contract with Fisher & Arnold, Inc. in the amount of \$18,142.19 for the project referred to as Craft Road Water Tank Booster Pump Station Improvements and accept

**MINUTE SUMMARY**  
**FEBRUARY 21, 2023**

6

project as complete. Authorized and accepted, motion carried with Alderwoman Aldridge, Alderman Dickerson, Alderman Earhart, Alderwoman Hamilton, Alderwoman Henderson and Alderman Wallace voting in favor, and with Alderman George Collins presiding as Mayor Pro Tempore.

**EXECUTIVE SESSION:**

1. Personnel matter in the Ambulance Department  
*Consideration of recommendation for potential new hire. Hired one (1) new employee, motion carried with Alderwoman Aldridge, Alderman Dickerson, Alderman Earhart, Alderwoman Hamilton, Alderwoman Henderson and Alderman Wallace voting in favor, and with Alderman George Collins presiding as Mayor Pro Tempore.*
  
2. Personnel matters in the Concession Department
  - a. *Consideration of recommendation for employee promotion and salary change. Authorized promotion and salary change for one (1) employee, motion carried with Alderwoman Aldridge, Alderman Dickerson, Alderman Earhart, Alderwoman Hamilton, Alderwoman Henderson and Alderman Wallace voting in favor, and with Alderman George Collins presiding as Mayor Pro Tempore.*
  
  - b. *Consideration of recommendation for potential new hires. Hired two (2) new employees, motion carried with Alderwoman Aldridge, Alderman Dickerson, Alderman Earhart, Alderwoman Hamilton, Alderwoman Henderson and Alderman Wallace voting in favor, and with Alderman George Collins presiding as Mayor Pro Tempore.*
  
3. Personnel matters in the Municipal Court Department  
*Consideration of recommendation for potential new hires. Hired two (2) new employees, motion carried with Alderwoman Aldridge, Alderman Dickerson, Alderman Earhart, Alderwoman Hamilton, Alderwoman Henderson and Alderman Wallace voting in favor, and with Alderman George Collins presiding as Mayor Pro Tempore.*
  
4. Personnel matters in the Sanitation Department  
*Consideration of recommendation for potential new hires. Hired two (2) new employees, motion carried with Alderwoman Aldridge, Alderman Dickerson, Alderman Earhart, Alderwoman Hamilton, Alderwoman Henderson and Alderman Wallace voting in favor, and with Alderman George Collins presiding as Mayor Pro Tempore.*
  
5. Personnel matters in the Water Maintenance Department  
*Consideration of recommendation for potential new hires. Hired two (2) new employees, motion carried with Alderwoman Aldridge, Alderman Dickerson, Alderman Earhart, Alderwoman Hamilton, Alderwoman Henderson and Alderman Wallace voting in favor, and with Alderman George Collins presiding as Mayor Pro Tempore.*

**MINUTE SUMMARY**  
**FEBRUARY 21, 2023**

7

6. Personnel matter in the Gas Maintenance Department  
*Consideration of recommendation for potential new hire.  
Hired one (1) new employee, motion carried with Alderwoman Aldridge, Alderman Dickerson, Alderman Earhart, Alderwoman Hamilton, Alderwoman Henderson and Alderman Wallace voting in favor, and with Alderman George Collins presiding as Mayor Pro Tempore.*
  
7. Personnel matters in the Gas Billing Department  
*Consideration of recommendation for potential new hires.  
Hired two (2) new employees, motion carried with Alderwoman Aldridge, Alderman Dickerson, Alderman Earhart, Alderwoman Hamilton, Alderwoman Henderson and Alderman Wallace voting in favor, and with Alderman George Collins presiding as Mayor Pro Tempore.*
  
8. Personnel matter in the Street Department  
*Consideration of recommendation for potential new hire.  
Hired one (1) new employee, motion carried with Alderwoman Aldridge, Alderman Dickerson, Alderman Earhart, Alderwoman Hamilton, Alderwoman Henderson and Alderman Wallace voting in favor, and with Alderman George Collins presiding as Mayor Pro Tempore.*
  
9. Personnel matters in the Police Department
  - a. *Consideration of recommendation for potential new hire.  
Hired one (1) new employee, motion carried with Alderwoman Aldridge, Alderman Dickerson, Alderman Earhart, Alderwoman Hamilton, Alderwoman Henderson and Alderman Wallace voting in favor, and with Alderman George Collins presiding as Mayor Pro Tempore.*
  
  - b. *Consideration of recommendation for employee non-disciplinary action.  
Authorized non-disciplinary termination for one (1) employee, motion carried with Alderwoman Aldridge, Alderman Dickerson, Alderman Earhart, Alderwoman Hamilton, Alderwoman Henderson and Alderman Wallace voting in favor, and with Alderman George Collins presiding as Mayor Pro Tempore.*
  
10. Personnel matters in the Fire Department  
*Consideration of recommendation for potential new hires.  
Hired seven (7) new employees, motion carried with Alderwoman Aldridge, Alderman Dickerson, Alderman Earhart, Alderwoman Hamilton, Alderwoman Henderson and Alderman Wallace voting in favor, and with Alderman George Collins presiding as Mayor Pro Tempore.*
  
11. Personnel matter in the Water Billing Department  
*Consideration of recommendation for potential new hire.  
Tabled til meeting of March 7, 2023, motion carried with Alderwoman Aldridge, Alderman Dickerson, Alderman Earhart, Alderwoman Hamilton, Alderwoman Henderson and Alderman Wallace voting in favor, and with Alderman George Collins presiding as Mayor Pro Tempore.*

**MINUTE SUMMARY**  
**FEBRUARY 21, 2023**

8

12. Acquisition/Disposition of Property - discussion with City Attorney - M.C.A. 25-41-7(4)(g).  
TVA - Tabled til this date in meeting of January 17, 2023.  
No action taken.

Hartledge Property - Authorized counteroffer, motion carried with Alderwoman Aldridge, Alderman Dickerson, Alderman Earhart, Alderwoman Hamilton, Alderwoman Henderson and Alderman Wallace voting in favor, and with Alderman George Collins presiding as Mayor Pro Tempore.

**CLAIMS DOCKETS:**

1. Warrant report #022123NC, dated 02/13/2023, 2 invoices totaling \$180,937.19.  
*Approved for payment, motion carried with Alderwoman Aldridge, Alderman Dickerson, Alderman Earhart, Alderwoman Hamilton, Alderwoman Henderson and Alderman Wallace voting in favor, and with Alderman George Collins presiding as Mayor Pro Tempore.*
2. Warrant report #02212023, dated 02/17/2023, 230 invoices totaling \$2,074,543.19.  
*Approved for payment, motion carried with Alderwoman Aldridge, Alderman Dickerson, Alderman Earhart, Alderwoman Hamilton, Alderwoman Henderson and Alderman Wallace voting in favor, and with Alderman George Collins presiding as Mayor Pro Tempore.*
3. Warrant report #022123AT, dated 02/21/2023, 2 invoices totaling \$2,839.78.  
*Approved for payment, motion carried with Alderwoman Aldridge, Alderman Dickerson, Alderman Earhart, Alderwoman Hamilton, Alderwoman Henderson and Alderman Wallace voting in favor, and with Alderman George Collins presiding as Mayor Pro Tempore.*
4. Warrant report #022123UT, dated 02/21/2023, 54 invoices totaling \$13,143.63.  
*Approved for payment, motion carried with Alderwoman Aldridge, Alderman Dickerson, Alderman Earhart, Alderwoman Hamilton, Alderwoman Henderson and Alderman Wallace voting in favor, and with Alderman George Collins presiding as Mayor Pro Tempore.*
5. Warrant report #02222023, dated 02/21/2023, 58 invoices totaling \$1,531,200.82.  
*Approved for payment, motion carried with Alderwoman Aldridge, Alderman Dickerson, Alderman Earhart, Alderwoman Hamilton, Alderwoman Henderson and Alderman Wallace voting in favor, and with Alderman George Collins presiding as Mayor Pro Tempore.*