

**MINUTE SUMMARY**  
**MAY 2, 2023**

1

**BE IT REMEMBERED** that the Mayor and Board of Aldermen of the City of Olive Branch met in regular session, May 2, 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 April 18, 2023, approved as presented, motion carried unanimously.**

**ANNOUNCEMENTS:**

1. Mayor's Awards - April 2023  
Mayor Adams and the Board of Aldermen presented Senior Accountant Nancy Lee with a privately funded monetary recognition of outstanding job performance covering daily operations of multiple staff members in their absence.
2. Mayor's Update  
Mayor Adams announced that OLV is the busiest airport in the state of Mississippi and continues to break records month after month.

Mayor Adams shared about upcoming events in the City and recognized Khalilah Jackson Alexander for completing her MBA from Belhaven University, Pamela Stout for graduating as a Certified Deputy Municipal Clerk and COO Todd Ondra as a graduate of Leadership DeSoto.

Next Mayor Adams presented the Board with lists of COO Updates for April and upcoming OBPD Public Relation Events for May.

**MINUTE SUMMARY**  
**MAY 2, 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 April 25, 2023. *Authorized*
3. Authorize the City Clerk to make the following transfers from Water & Gas Fund to the General Fund for certain services through April 25, 2023.

General Fund	\$120,822.00
Gas Fund (45652)	\$61,973.00
Water Fund (40650)	\$58,849.00

*Authorized*

4. Appoint various employees as deputy clerks for the purpose of receiving and distributing funds and attending training. *Appointed*
5. Approve submittal of the 2023 Bulletproof Vest Partnership Grant Application to the U.S. Department of Justice. *Approved*
6. Declare one (1) 2008 Ford Crown Vic (248) VIN#2FAFP71V08X147818 as surplus, authorize the sale of same to the Town of Hickory Flat Mississippi for the amount of \$900.00 in accordance with M.C.A. 31-7-13 and authorize necessary amendment to the fixed asset inventory. *Declared and authorized*
7. Approve organizational change within the Water Maintenance Department. *Approved*
8. Authorize expenditures not to exceed \$4,500.00, and to establish a temporary petty cash fund for small purchases, in support of the 2023 Summer Camp Build Program, with the specific finding that the event will advertise and promote the City of Olive Branch. *Authorized*
9. Authorize the City of Olive Branch to enter into a service agreement with Virtual Academy for online police training and pay all associated costs. *Authorized*
10. Approve modified statement of work with Chevin for FleetWave fleet management software and pay all associated costs. *Approved*
11. 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.

**MINUTE SUMMARY**  
**MAY 2, 2023**

3

**FIRE DEPT.**

002542 #105 2004 Ford F-350 vin#1FTSW30P14ED45679  
*Declared and authorized*

12. 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.**

011530 IPHONE s/n 351588827250506  
010270 Wyse Thin Client s/n 4SJ0W72  
010223 Wyse 5010 Thin Client s/n C20YV72  
003837 Brother Intellifax 4100E s/n U61639M9J117779  
010292 Wyse Thin Client s/n 53DHW72  
010377 Wyse Thin Client s/n GX4LVTG  
010331 Wyse Thin Client s/n 5XHKV72  
010339 Wyse Thin Client s/n 9SMDV72  
010387 Wyse Thin Client s/n 4VBNV72  
010327 Wyse Thin Client s/n CBQ7V72  
----- Lexmark MC2535 Printer s/n CCAI18F10040T4  
----- Nortel BES 120-48t-PWR s/n LBNNTMJL1303K1  
----- Lightning Edge 310 s/n 08WK08000975  
----- Pelcom DSNVR32500 s/n AZ-IT1000009041

**ADMIN**

004610 Brother Intellifax 4100e s/n U61639F2J377520

**PARK AND REC**

1 - Catcher's Mask  
1 - Catcher's Mitt  
1 - Batting Helmet  
1 - Equipment Bag  
36 - Baseball Bats  
22 - Basketballs  
2 - Basketball Rims  
4 - Folding Chairs  
1 - Stopwatch  
32- Soccer Balls  
*Declared and authorized*

13. Approve addition to the 2022/2023 pool of Seasonal Employees for hire as determined by Parks and Recreation Director.  
*Approved*

**PLANNING COMMISSION / OLD 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.

<b><u>Name</u></b>	<b><u>Address</u></b>	<b><u>Parcel #</u></b>
Singh Development INC	Ridgeway Industrial Dr vacant lot	1067.2600.0-00026.01

*Tabled til this date in meeting of April 18, 2023.*  
*No action taken.*

**MINUTE SUMMARY**  
**MAY 2, 2023**

4

**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.

<b>Name</b>	<b>Address</b>	<b>Parcel #</b>
Certified State of MS	7955 Hickory Cove	1069.2901.0-00021.00
Certified State of MS	Shahkoka Lake Lot 22	1069.2901.0-00022.00

*Tabled til meeting of May 16, 2023.*

<b>Name</b>	<b>Address</b>	<b>Parcel #</b>
Certified State of MS	College Park Lot 122.01	2061.1107.0-00122.01
Certified State of MS	Sandige Point Lot 37	2062.0319.0-00037.01
Mainland MCA Olive Branch LLC	Parkview Heights PUD 1st Rev Lot 1A	1068.3308.1-00001.00
Mainland MCA Olive Branch LLC	Parkveiw Heights PUD 1st Rev Lot 1B	1068.3308.1-00001.01
Rickie L Blanchard Estate	7883 Germantown Rd	1068.2811.0-00008.00
Norella Peart-Montgomery	4544 Shinault Lane	1076.2307.0-00027.00
KAC Land Trust	4592 Shinault Lane	1076.2310.0-00029.00
Troy Reed	Alexander Place Lot 115.02	1065.2231.0-00115.02

*Determined and declared, motion carried unanimously.*

**NEW BUSINESS:**

1. Consideration of recommendation to approve Southern Area Projects 3 & 4 Task Order No. 1 with Neel-Schaffer, Inc. in the lump sum amount of \$803,845.00. *Approved, motion carried unanimously.*
2. Consideration of recommendation to approve East Area Projects 3 & 4 Task Order No. 1 with Neel-Schaffer, Inc. in the lump sum amount of \$571,734.00. *Approved, motion carried unanimously.*
3. Consideration of Rodeo Production Agreement. *Approved, motion carried unanimously.*
4. Consideration of "outdoor festival" approval pursuant to the City Open Container Prohibition Ordinance. *Approved, motion carried unanimously.*
5. Consideration of "authorized activity" noise exemption pursuant to the City Noise Ordinance. *Approved, motion carried unanimously.*
6. Consideration of Resolution Approving the Sale and Award of G.O.P.I. Bonds, Series 2023. *Adopted, motion carried unanimously.*

**EXECUTIVE SESSION:**

1. Personnel matters in the Engineering Department  
*Consideration of recommendation for employee transfers and salary changes.*  
*Tabled til this date in meeting of April 18, 2023.*  
*Authorized transfers and salary changes for two (2) employees, motion carried unanimously.*

**MINUTE SUMMARY**  
**MAY 2, 2023**

5

2. Personnel matter in the Water Maintenance Department  
*Consideration of recommendation for employee promotion and salary increase.*  
*Authorized promotion and salary increase for one (1) employee, motion carried with unanimously.*
3. Personnel matter in the Fire Department  
*Consideration of request for Administrative Leave.*  
*Approved Administrative Leave for one (1) employee, motion carried unanimously.*
4. Personnel matter in the Building Department  
*Consideration of recommendation for employee promotion / certification stipend.*  
*Authorized promotion and certification stipend for one (1) employee, motion carried with unanimously.*
5. Personnel matters in the Concession Department
  - a. *Consideration of potential new hires.*  
*Hired three (3) 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 with unanimously.*
6. Acquisition of Property - discussion with City Attorney - Old Towne Sewer Project -  
*Approved just compensation offers, motion carried unanimously.*  
  
Maywood Water and Gas Project-  
*Approved just compensation offers, motion carried unanimously.*

**CLAIMS DOCKETS:**

1. Warrant report #050223UT, dated 04/28/2023, 55 invoices totaling \$5,382.87.  
*Approved for payment, motion carried unanimously.*
2. Warrant report #05022023, dated 04/28/2023, 154 invoices totaling \$871,325.07.  
*Approved for payment, motion carried unanimously.*
3. Warrant report #050223AT, dated 05/02/2023, 5 invoices totaling \$7,256.28.  
*Approved for payment, motion carried unanimously.*
4. Warrant report #05032023, dated 05/02/2023, 147 invoices totaling \$651,820.28.  
*Approved for payment, motion carried unanimously.*