

**MINUTE SUMMARY
AUGUST 1, 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 1, 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.

Alderman 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, Alderman Jan Aldridge, Alderman George Collins, Alderman Dale Dickerson, Alderman Gil Earhart, Alderman Pat Hamilton, Alderman 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 July 18 2023, approved as presented, motion carried unanimously.

PUBLIC COMMENTS:

1. Mr. Dan Lehman of the DeSoto Family Theatre addressed the Board and gave a status update and request for continued financial support.
2. Ms. Rebecca Treadway, Executive Director of The Arc Northwest Mississippi addressed the Board regarding program growth and requested the City's continued financial support.

ANNOUNCEMENTS:

1. Mayor Adams and the Board of Aldermen presented Communications Dispatcher Melissa Lumpkin with a privately funded monetary recognition in view of her instrumental involvement in the recovery of a missing child.
2. Mayor's Adams advised that due to need for more space, future OBPD Meet-N-Greet meetings may be moved to the Senior Center.

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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 July 63, 2023. *Authorized*
3. Authorize the City Clerk to make the following transfers from Water & Gas Fund to the General Fund for certain services through July 25, 2023.

| | |
|--------------------|--------------|
| General Fund | \$273,304.00 |
| Gas Fund (45652) | \$139,194.00 |
| Water Fund (40650) | \$134,110.00 |

Authorized
4. Authorize the City of Olive Branch to renew the annual service plan with WSN Live, LLC for streaming and website services and pay all associated costs. *Authorized*
5. Authorize annual maintenance agreement with Carlson Software for Civil Suite support and pay all associated costs. *Authorized*
6. Authorize expenditures up to \$10,000.00 for the City of Olive Branch Mayor's Youth Advisory Council program, with the finding that the expenditure will advertise and promote the City of Olive Branch. *Authorized*
7. Adopt Final Resolutions Granting Ad Valorem Tax Exemptions for:
 - a. ATCO Rubber Products, Inc.
 - b. Wheeler Fleet Solutions, Co. - Personal Property*Adopted*
8. Adopt revisions to Final Resolutions Granting Ad Valorem Tax Exemptions:
 - a. HD Supply Facilities Maintenance, LTD.
 - b. JAS Forwarding USA, Inc.
 - c. Wheeler Fleet Solutions Co. - Real Property*Adopted*
9. Approve contract with the Desoto County School District regarding School Resource Officers. *Approved*
10. Approve Order adopting County tax rolls. *Approved*
11. Accept Precision Striping, LLC as the lowest and best quote for renovation and striping of the City Hall parking lot and pay all associated costs. *Accepted*
12. Authorize the City of Olive Branch to renew annual support agreement with Master Meter for Harmony software used by the Utility Billing Department and pay all associated costs. *Authorized*
13. Authorize City of Olive Branch to accept AIP Grant, Project No. 3-28-0056-025-2023 for Olive Branch Airport related to

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construction for LED Lights and Signs for the runway and taxiways. *Authorized*

14. Authorize City of Olive Branch to accept Bipartisan Infrastructure Law (BIL) Grant Award, No. 3-28-0056-026-2023 for Olive Branch Airport related to Design and Professional Services for Apron Rehabilitation and LED Lights and sign projects. *Authorized*
15. Authorize City of Olive Branch to accept Multi-Modal Airport Grant Award, Project No. MM-0056-0524 for Olive Branch Airport related to pavement rehabilitation for portion of the South Apron. *Authorized*
16. Approve settlement of claim pursuant to Miss. Code Ann. Section 25-1-47 - Broken Door Glass. *Approved*
17. 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

010267 Wyse Thin Client s/n 7L7VV72
010278 Wyse Thin Client s/n 9MTJW72
010281 Wyse Thin Client s/n C8RGW72
010282 Wyse Thin Client s/n 4NWCV72
010280 Wyse Thin Client s/n GNS7W72
010277 Wyse Thin Client s/n 70FFV72
010279 Wyse Thin Client s/n G3GBW72

FIRE DEPT.

010430 Apple iPad Pro s/n DLXR52YWGMW6
Declared and authorized

18. Declare as surplus with a Fair Market Value of less than a \$1000 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.

STREET DEPT.

011257 String Trimmer s/n T95115056699

MAINTENANCE DEPT.

001273 Hypertherm Welder s/n HYP083085
Declared and authorized

19. Declare as surplus the following items with a Fair Market Value over \$1000 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.

002828 #483 Ford F450 s/n 1FDXW46PX5EC36704
Declared and authorized

20. Adopt policies and procedures required by Federal Uniform Guidance related to expenditures of Federal funds. *Adopted*

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21. Approve Final Change Order #1 on contract with Williams Concrete Construction, LLC increasing the contract amount from \$59,850.00 to \$71,316.00; accept project as complete; and authorize Final Payment #1 in the amount of \$71,316.00 including retainage for the project referred to as Old Towne Sidewalk, Phase 1 Project. *Approved, accepted and authorized.*
22. Approve additions to the 2023/2024 pool of Seasonal Employees for hire as determined by Parks and Recreation Director. *Approved*
23. Authorize the City to seek bids for fiscal year 2023 - 2024 Public Works Supplies. *Authorized*

OLD BUSINESS:

1. 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 this date in meeting of July 5, 2023. Approved, motion put to roll call vote and carried 4-3 with Alderman Dickerson, Alderman Earhart, Alderwoman Hamilton and Alderwoman Henderson voting in favor and with Alderwoman Aldridge, Alderman Collins and Alderman Wallace voting in opposition.*
2. Consideration of bids opened June 2, 2023 for the Runway and Taxiway Lights and Signs Replacement Project. *Accepted bid of R&W Electric Company, motion carried unanimously.*

NEW BUSINESS:

1. Consideration of proposals received for health, dental, life, and vision insurance coverage for fiscal year 2023/2024. *Accepted proposal of Cigna Healthcare, motion carried unanimously.*
2. Consideration of recommendation to initiate funding opportunities with the Corp of Engineers thru Section 219 of the 1992 Water Resources Development Act. *Approved, motion carried unanimously.*
3. Consideration of recommendation for changes to the 5 Year Road Maintenance Plan. *Approved, motion carried unanimously.*
4. Consideration of recommendation to direct and authorize the Mayor to execute and return to the Department of Finance and Administration (DFA) the Memorandum of Understanding (MOU) relative to (HB603) Improvement and Expansion of Aircraft Hangars. *Directed and authorized, motion carried unanimously.*

EXECUTIVE SESSION:

1. Personnel matters in the Park Department
 - a. *Consideration of recommendation for potential new hires. Hired four (4) 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 Concession Department
Consideration of recommendation for potential new hires. Hired four (4) new employees, motion carried unanimously.
3. Pending/Potential Litigation - OLV
Authorized settlement parameters, motion carried unanimously.
4. Discussion with City Attorney - Miss. Code Ann. Section 25-41-7(4) (j).
Approved contribution up to \$500,000.00 toward public water, sewer, and gas infrastructure conducive to the educational, technological, and industrial welfare of the City, motion carried unanimously.

CLAIMS DOCKETS:

1. Warrant report #08012023, dated 07/28/2023, 175 invoices totaling \$1,911,940.83.
Approved for payment, motion carried unanimously.
2. Warrant report #080123UT, dated 07/28/2023, 53 invoices totaling \$4,942.32.
Approved for payment, motion carried unanimously.
3. Warrant report #080123AT, dated 08/01/2023, 5 invoices totaling \$7,058.64.
Approved for payment, motion carried unanimously.
4. Warrant report #08022023, dated 08/01/2023, 150 invoices totaling \$2,211,194.23.
Approved for payment, motion carried unanimously.