

**MINUTE SUMMARY**  
**May 3, 2022**

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**BE IT REMEMBERED** that the Mayor and Board of Aldermen of the City of Olive Branch met in regular session, May 3, 2022 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 Earhart 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 April 19, 2022, approved as presented, motion carried unanimously.**

**PUBLIC COMMENTS:**

1. Mr. Leonard Cochran, Executive Director of Leah's House addressed the Board giving an overview of the program. Mr. Cochran explained the biblical story of Leah from which Leah's House received its name and indicated the home serving as a six (6) bed residential facility is located in Olive Branch. Mr. Cochran indicated the majority of the women at Leah's House come from a background of childhood trauma. The program is a free service and is ran 100% by volunteers.
2. Ms. Angelina Hines, Executive Director/Founder of Ella Bebe Angels Non-profit Organization addressed the Board requesting support with projects being planned in Olive Branch. Ms. Hines indicated Ella Bebe Angels is for domestic violence survivors. Ms. Hines indicated she is passionate about her cause, as she is also a survivor of domestic violence. Their first Walk-A-Thon to be held in Olive Branch Park on October 1, 2022 at 1:00 p.m.
3. Ms. Rebecca Treadway, Executive Director of The Arc Northwest Mississippi addressed the Board reporting increased attendance and success in the programs they provide. The Arc is currently planning a new facility allowing program expansion. The City is the largest supporter, and 40% of their participants are residents of Olive Branch.

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**ANNOUNCEMENTS :**

1. Mayor's Award
  - a. Mayor Adams presented I.T. Director Josh Cornell with a privately-funded monetary recognition of contributions above and beyond the scope of the IT world, and for being a great team player.
  - b. Mayor Adams presented the Parks and Recreation Team with a privately-funded monetary recognition for hosting with excellence, the largest tournament in the history of Olive Branch Parks and Recreation. Team members include Joey Bishop, Chase Skrocki, TJ Pumphrey, Don Shepard, Jarrett Delaney, Nick LeFleur, Nick Roberts, Jeffrey Swallers, Kyle Edwards, Laddie Renfroe, Chip Myers, Robert Christopher and Lisa Pretti.
2. Mayor's Recognition
  - a. Mayor Adams and the Board of Aldermen recognized Ms. Rebekah Wallace, Miss Olive Branch 2022, and presented a certificate proclaiming May 8-14, 2022 Food Allergy Awareness Week in the City of Olive Branch.
  - b. Mayor Adams and the Board of Aldermen presented a certificate of recognition to Ms. Yunekia Gray celebrating her acceptance into the United States Naval Academy Preparatory School.
3. Mayor's Update

Mayor Adams shared a report on the success of the 2022 OB Fest which took place Saturday, May 2, 2022. The associated Bob Marr Classic Car Show raised \$2,000 for the DeSoto County Dream Center. Special thanks was expressed to James Campbell, Parks and Recreation staff, Police and Fire Departments, and Animal Control.

**CONSENT AGENDA:**

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

1. Travel/Training *Approved*
2. Authorize the Mayor and City Clerk to make necessary fund transfers to reconcile due to-due from through April 27, 2022. *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, 2022.

|                    |              |
|--------------------|--------------|
| General Fund       | \$189,497.00 |
| Gas Fund (45652)   | \$94,869.00  |
| Water Fund (40650) | \$94,628.00  |

*Authorized*
4. Authorize the City of Olive Branch to accept a \$500.00 donation from Community Thrift Shop of Olive Branch for the Olive Branch Senior Center. *Authorized*

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5. Authorize the City of Olive Branch to enter into a service agreement with Republic Services and pay all associated costs. *Authorized*
6. Approve resolution adopting the District 1 Regional Hazard Mitigation Plan. *Approved*
7. Approve submittal of Firehouse Subs' online grant application. *Approved*
8. Approve service agreement with Tri-State Window Cleaning to clean windows at various City buildings. *Approved*
9. Appoint Claire Fesmire as deputy clerk for the purpose of receiving and distributing funds and attending training. *Appointed*
10. 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 at the fire facilities and riding in or upon departmental apparatus and participation in the Emergency Medical Technician training at the scene of a fire or other emergencies. *Approved*
11. Approve service agreement with Mississippi Rural Water Association for completion of the Consumer Confidence Report and web hosting. *Approved*
12. Accept donations from Academy Sports, Walmart, Appling Podiatry and Sportsman's Warehouse to the Olive Branch Park Department designated for the 2022 Children's Fishing Rodeo. *Accepted*
13. Authorize expenditures not to exceed \$500 for purchase of items to be presented as prizes at the 2022 Children's Fishing Rodeo to be held on May 7, 2022 with specific findings that such expenditures will advertise and promote the opportunities and possibilities within the City of Olive Branch. *Authorized*
14. Accept City Administrator's report on emergency declared April 12, 2022 relative to the delay caused by the bidding process and authorize documentation of said report in minutes for this meeting. *Accepted and authorized*
15. Approve Final Change Order #1 on contract with Fencing Solutions & Construction, LLC in the deductive amount of <\$4,510.00>, decreasing the contract amount from \$80,000.00 to \$76,490.00; accept project as complete; and authorize Final Payment #2 in the amount of \$26,365.50 including retainage for the project referred to as Airport Perimeter Fence Improvements. *Approved, accepted and authorized*
16. 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.

**PARK AND REC**

8-Batting Helmets

1-28.5" Basketball

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3-Size 3 Soccer Balls  
5-Size 4 Soccer Balls  
2-Size 5 Soccer Balls  
8-Canvas Equipment Bags  
3-Mesh Equipment Bags  
*Declared and authorized*

17. Approve amendments to the Olive Branch Police Department Policy and Procedure Manual. *Approved*
18. Approve Sewer Easement and Dedication of Facilities - Legacy Park Building 5. *Approved*
19. Approve addition to the 2021/2022 pool of Seasonal Employees for hire as determined by Parks and Recreation Director.  
*Approved*

**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 property forthwith.

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

| <b>Name</b>                   | <b>Address</b>             | <b>Parcel#</b>       |
|-------------------------------|----------------------------|----------------------|
| Rebecca L Wells               | 7461 Eastover Blvd         | 1069.2906.0-00264.00 |
| 5620 Riverdale, Inc           | Plantation Sec A Lot 1     | 1065.1500.0-00002.02 |
| Secretary of Veterans Affairs | 8302 Westbrook Dr          | 1065.2111.0-00056.00 |
| Mike A Guynn                  | Alexander Place Lot 115.02 | 1065.2231.0-00115.02 |

*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.*

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

| <b>Name</b>                            | <b>Address</b>                      | <b>Parcel #</b>      |
|--|-------------------------------------|----------------------|
| Fox Creek Homeowners Association, Inc. | Fox Creek Lot 161                   | 1059.3007.0-00161.00 |
| Certified State of MS                  | College Park Lot 122                | 2061.1107.0-00122.01 |
| David Lassiter                         | Gardens of Plantation Lakes Lot 284 | 1065.2233.0-00284.00 |
| David Lassiter                         | Alexander Place Lot 115.01          | 1065.2231.0-00115.01 |
| David Lassiter                         | Henry's Plantation Lot 200.02       | 1065.2230.0-00200.02 |
| Certified State of MS                  | Henry's Plantation Sec F            | 1065.2230.0-00200.01 |
| Rickie L Blanchard                     | 7883 Germantown Rd                  | 1068.2811.0-00008.00 |

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|--------------------------|--|----------------------|
| Norella Peart-Montgomery | Estates of Davis Grove<br>Sec A Lot 27 | 1076.2307.0-00027.00 |
| KAC Land Trust           | Estates of Davis Grove<br>Sec B Lot 29 | 1076.2310.0-00029.00 |

*Determined and declared, motion carried unanimously.*

**EXECUTIVE SESSION:**

1. Personnel matter in the Gas Billing Department  
*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 Police Department
  - a. *Consideration of recommendation for employee promotions and salary increases.*  
*Authorized promotions and salary increases for six (6) employees, motion carried unanimously.*
  
  - b. *Consideration of recommendation for potential new hires.*  
*Hired two (2) new employees, motion carried unanimously.*
  
  - c. *Consideration of request for Administrative Leave.*  
*Authorized Administrative Leave for one (1) employee, motion carried unanimously.*
  
3. Personnel matter in the Concessions Department
  - a. *Consideration of recommendation for employee transfers and salary changes.*  
*Authorized transfers and salary changes for two (2) employees, motion carried unanimously.*
  
  - b. *Consideration of recommendation for potential new hires.*  
*Hired two (2) new employees, motion carried unanimously.*
  
4. Personnel matter in the Parks Department  
*Consideration of recommendation for employee transfer and salary increase.*  
*Authorized transfer and salary increase for one (1) employee, motion carried unanimously.*
  
5. Personnel matter in the Fire Department
  - a. *Consideration of recommendation for employee disciplinary action.*  
*Authorized suspension of one (1) employee for ten (10) days without pay, motion carried unanimously.*
  
  - b. *Consideration of request for Administrative Leave.*  
*Authorized Administrative Leave for one (1) employee, motion carried unanimously.*
  
6. Personnel matter in the Street Department  
*Consideration of recommendation for potential new hire.*  
*Hired one (1) new employee, motion carried unanimously.*

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**CLAIMS DOCKETS:**

1. Warrant report #05032022, dated 4/29/2022, 140 invoices totaling \$1,776,278.74. *Approved for payment, motion carried unanimously.*
2. Warrant report #050322AT, dated 05/03/22, 6 invoices totaling \$6,416.94. *Approved for payment, motion carried unanimously.*
3. Warrant report #050322UT, dated 05/02/22, 47 invoices totaling \$3,688.44. *Approved for payment, motion carried unanimously.*
4. Warrant report #05042022, dated 05/03/2022, 160 invoices totaling \$995,526.17. *Approved for payment, motion carried unanimously.*
5. Warrant report #050322FX, dated 05/02/2022, 1 invoice totaling \$94.43. *Approved for payment, motion carried with Alderwoman Aldridge, Alderman Collins, Alderman Dickerson, Alderman Earhart, Alderwoman Hamilton, and Alderwoman Henderson voting in favor and with Alderman Wallace being recused.*