

7/27/07 9:25:40
BK 564 PG 463
DESDO COUNTY, MS
W.E. DAVIS, CH CLERK

ORDER OF THE MAYOR AND BOARD OF ALDERMEN
OF THE CITY OF OLIVE BRANCH, MISSISSIPPI

BE IT ORDERED by the Mayor and Board of Aldermen of the City of Olive Branch, Mississippi, as follows, to-wit:

That the following procedures are hereby adopted for the City of Olive Branch, Mississippi pursuant to the Mississippi Public Records Act of 1983;

That all requests to inspect and/or receive copies of "Public Records," as defined in Senate Bill 2448 of the 1983 Regular Session of the Mississippi Legislature held by the City of Olive Branch, Mississippi, shall be made in writing to the City Clerk of the City of Olive Branch, Mississippi, clearly indicating the specific record requested and the name and address of the individual and/or organization requesting the record.

That said Clerk shall either make public record available during normal business hours or produce a copy of the record within 14 working days from the date that the request was received or furnish a written denial containing a statement of the specific reasons for denial.

There will be a reasonably calculated fee charged to cover the actual cost of searching, plus a fee of \$1.00 per page for reproduction on the copy machine. In addition, if there are other costs for hand copying, postage, or other actual expenses involved, they also shall be included. Such fees shall be payable in advance. This charge shall be an estimate of the actual costs. In the event of a lower actual costs, a refund shall be made. In the event the actual cost shall exceed the estimate, the balance shall be due prior to examining or receiving copies of the public record. Any delay in receiving this fee may result in an extension of the 14 day time limit specified above.

Copies of any denials or requests shall be on file for at least three years.

ORDERED AND DONE, this the 5 day of July, 1988.


D. MILTON NICHOLS, III, MAYOR

City of Olive Branch
9200 Pigeon Roost
O.B.

MINUTES OF THE REGULAR MEETING OF THE MAYOR AND BOARD OF 150
ALDERMEN OF THE CITY OF OLIVE BRANCH
JUNE 6, 2006

drawer in the Utilities Department. (Authorized) Order as follows:

**ORDER OF THE MAYOR AND BOARD OF ALDERMEN
OF THE CITY OF OLIVE BRANCH, MISSISSIPPI APPROVING ESTABLISHMENT
OF ADDITIONAL PETTY CASH FUND FOR UTILITIES DEPARTMENT**

WHEREAS, the Utilities Department for the City of Olive Branch is requesting authorization to establish an additional petty cash fund for the creation of an additional cash drawer in the amount of \$100.00, and

WHEREAS, the Mayor and Board of Aldermen have determined that it is necessary that an additional petty cash fund be established in the Utilities Department.

NOW, THEREFORE, BE IT ORDERED by the Mayor and Board of Aldermen of the City of Olive Branch, Mississippi, as follows, to wit:

1. The City Clerk be, and she is hereby authorized and directed to provide to the Utilities Department One Hundred and 00/100 Dollars (\$100.00) cash for the establishment of an additional petty cash fund for the creation of an additional cash drawer.
2. The establishment and operation of the fund shall follow all procedures established by Laws of the State of Mississippi and the Municipal Audit and Accounting Guide.

ORDERED AND DONE this 6th day of June, 2006.


SAMUEL P. RIKARD, MAYOR

ATTEST:


JUDY C. HERRINGTON, CITY CLERK

30. Authorize correction of scrivener's error on recorded Final Plat of Davidson Park Subdivision, change Range 6 West to read Range 7 West. (Authorized) Order as follows:

**ORDER OF THE MAYOR AND BOARD OF ALDERMEN
OF THE CITY OF OLIVE BRANCH, MISSISSIPPI APPROVING
CORRECTION OF SCRIVENER'S ERROR FOR FINAL
PLAT OF DAVIDSON PARK SUBDIVISION**

WHEREAS, Jason Allen, representing Russell & Company has submitted a request to the Mayor and Board of Aldermen to authorize the correction of scrivener's errors on the recorded final plat of Davidson Park Subdivision, Plat Book 98, Page 20, Section 25, Township 1 South, Range 7 West, and

WHEREAS, the final recorded plat should be altered to change "Range 6 West" to "Range 7 West", and

WHEREAS, the Mayor and Board of Aldermen are desirous of approving the amendment.

MINUTES OF THE REGULAR MEETING OF THE MAYOR AND BOARD OF 151
ALDERMEN OF THE CITY OF OLIVE BRANCH
JUNE 6, 2006

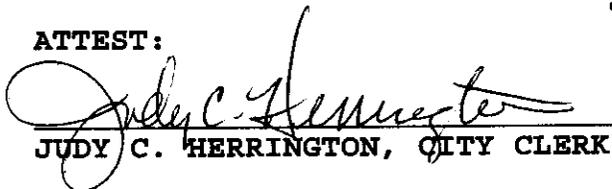
NOW, THEREFORE, BE IT ORDERED by the Mayor and Board of Aldermen of the City of Olive Branch, Mississippi as follows, to wit:

1. The requested amendment, as stated hereinabove, be, and the same are hereby approved.
2. The Chancery Clerk of DeSoto County, Mississippi be, and he is hereby requested to amend the recorded final plat of Davidson Park Subdivision to reflect the above referenced change.

ORDERED AND DONE this 6th day of June, 2006.

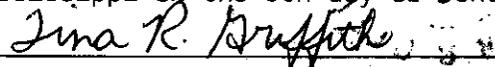

SAMUEL P. RIKARD, MAYOR

ATTEST:


JUDY C. HERRINGTON, CITY CLERK

I hereby certify that the foregoing is a true copy of the Order adopted in the regular meeting of the Mayor and Board of Aldermen of the City of Olive Branch, Mississippi on the 6th day of June, 2006.

OLD BUSINESS


Tina R. Griffith, Deputy Clerk

Next item being consideration of bids opened March 31, 2006 for Chateau Ridge Sewer Outfall, 2005 Sewer Improvements. Tabled til May 2, 2006 in meeting of April 18, 2006. Tabled til May 16, 2006 in meeting of May 2, 2006. Tabled til this date in meeting of May 16, 2006. After discussion and upon recommendation of Steve Bigelow, City Engineer, Alderman Collins made motion to accept bid of Encor, LLC in the amount of \$709,881.00 as lowest and best bid for Chateau Ridge Sewer Outfall, with details in Order to follow, seconded by Alderman Dickerson. Motion put to vote and carried unanimously. Order as follows:

ORDER OF THE MAYOR AND BOARD OF ALDERMEN
OF THE CITY OF OLIVE BRANCH, MISSISSIPPI ACCEPTING BID
FOR CHATEAU RIDGE SEWER OUTFALL, 2005 SEWER IMPROVEMENTS

WHEREAS, on March 31, 2006 the City of Olive Branch received a bid for 2005 Sewer Improvements for Chateau Ridge Sewer Outfall, and

WHEREAS, the City received six (6) bids for the project, and

WHEREAS, said bids were referred to Ron Powell, to check specifications and make a recommendation at the regular Board Meeting on June 6, 2006, and

WHEREAS, Steve Bigelow, City Engineer recommended that the bid of Encor, LLC, Arlington, TN, in the amount listed below, be accepted as the lowest and best bid for the Sewer Improvements, and

WHEREAS, the Mayor and Board of Aldermen have accepted the recommendation of Steve Bigelow to accept the bid of Encor, LLC, for the amount of \$709,881.00, as the lowest and best bid submitted for the Sewer Improvements.