

**AGENDA**  
**CITY OF OLIVE BRANCH**  
**BOARD MEETING**  
**6:30 P.M.**  
**SEPTEMBER 6, 2022**

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**TO ORDER:**

**PRAYER/PLEDGE OF ALLEGIANCE:**

**ROLL CALL (Establish Quorum):**

**APPROVAL OF MINUTES:**

1. Approve minutes of the Regular Meeting of August 16, 2022.

**ANNOUNCEMENTS:**

1. Mayor's Awards
  - a. August 2022 - Assistant Planning Director, Venard "Asong" Asongayi.
2. Mayor's Update

**CONSENT AGENDA:**

1. Travel/Training
2. Authorize the Mayor and City Clerk to make necessary fund transfers to reconcile due to-due from through August 25, 2022.
3. Authorize the City Clerk to make the following transfers from Water & Gas Fund to the General Fund for certain services through August 30, 2022.

General Fund	\$322,155.00
Gas Fund (45652)	\$161,076.00
Water Fund (40650)	\$161,079.00

4. Authorize the City of Olive Branch to execute DeSoto County Schools Use of Facilities Application Forms related to the City of Olive Branch 2023 basketball season and pay all associated costs.
5. Authorize the City of Olive Branch to accept a Red, White and Blue Bicentennial Quilt as a donation from JoAnn Aldridge for the City of Olive Branch Senior Center.
6. Authorize the City of Olive Branch to accept a donation from the Olive Branch Youth Football & Cheer League in the amount of \$2,124.00 designated for Park Supplies.
7. Approve annual membership for Associate Planner Brad Thomas to the American Planning Association, National and State of Mississippi Chapters, and pay all associated costs.
8. Approve annual membership to the Mississippi Municipal League and pay all associated costs.
9. Authorize the City of Olive Branch to enter into a service agreement with Steam-Plus, LLC for carpet cleaning services at City Hall and pay all associated costs.

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10. Accept NAFECO as the lowest and best quote for a Lion Bullex Digital Fire Extinguisher Training System and pay all associated costs.
11. Authorize the City of Olive Branch to enter into a service agreement with JAN-PRO Cleaning and Disinfecting for carpet and floor cleaning services at Park office and pay all associated costs.
12. Authorize the City of Olive Branch to enter into a service agreement with JAN-PRO Cleaning and Disinfecting for stripping and waxing floor at City Hall and pay all associated costs.
13. Authorize the City of Olive Branch to enter into a service agreement with JAN-PRO Cleaning Systems for cleaning services at Public Works and pay all associated costs.
14. Authorize expenditures not to exceed \$5,000.00 for the 2022 Fall DARE Drug Awareness Program, with the specific finding the expenditure will advertise and promote the City of Olive Branch.
15. Accept Mega Sign, Inc. as the lowest and best quote for a color LED digital sign to be installed on Riverdale Road at Stateline Road and pay all associated costs.
16. Approve application to vacate a portion of Lot 2 of the Craft Goodman Commercial Subdivision, Phase 1 (Third Revision) and a portion of Lot 2 of the Craft Goodman Commercial Subdivision, Phase IV (First Revision) submitted by Mike Davis, the Reaves Firm on behalf of GMR Camp Creek II LLC, property owner. The 1.79 +/- acres proposed to be vacated is located on the south side of Camp Creek Blvd. and is part of The Bridges at Camp Creek, Phase 1-A Final Plat in the C-4, Planned Commercial District.
17. Authorize City of Olive Branch to proclaim November 1, 2022 as "Extra Mile Day".
18. Accept Covington Sales & Service, Inc. as the lowest and best quote for a Pipehunter 7724 tandem axle sewer jetter trailer and pay all associated costs.
19. Authorize the City of Olive Branch to accept a donation of a Stihl Rescue Chainsaw and accessories from Economy Rental Equipment & Sales, Inc. designated for the Olive Branch Fire Department.
20. Adopt Resolution designating September 26 - 30, 2022 as Stormwater Awareness Week.
21. Authorize the City of Olive Branch to accept a donation of \$20.00 by an anonymous donor designated for the Wesson House.
22. Authorize the City of Olive Branch to accept a donation of twenty (20) cases of bottled water from Lawdogs Enforcement Motorcycle Club designated for the Olive Branch Police Department.

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23. Authorize the City of Olive Branch to enter into a service agreement with Carnley Enterprises, LLC and pay all associated costs.
24. Authorize the City of Olive Branch to purchase liability, automotive, property, and workers' compensation insurance coverage for the Olive Branch Airport per quotes received from HUB International.
25. Approve Intergovernmental Cooperative Purchase Agreement with DeSoto County - EMS Services.
26. Accept donation of a Rotunda 22-Ton Air/Hydrolic Floor Jack from Union Auto Parts to Fleet Services in accordance with M.C.A. 17-25-25.
27. Authorize removal from fixed asset inventory - Insurance settlements.

**FIRE DEPT.**

003954 #106 1998 Pierce Quantum Fire Truck VIN#4P1CT02S0WA000335

28. 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**

010944 I phone s/n DX3X3UNDHG7F  
010918 I phone s/n F71WW027HG7F  
010963 I phone s/n DX3X8PK9HG7F  
010748 Microsoft Surface Pro 4 s/n 068680760353  
004221 Desktop Standard PSU s/n 3ZFRSW1  
004230 Desktop Standard PSU s/n 3ZKPSW1

**DISPATCH**

004608 Dell Optiplex 3020 s/n 9X5HM02  
005951 Megabright Projector s/n N/A

**ADMIN**

Green bar paper (10 boxes)  
Labels for use on green bar paper (2 boxes)  
Polaroid film (4 pkgs)  
Kodak film 400 speed (6 to 7 boxes)  
Day by day calendar holders (8)  
Friends of Olive Branch receipts-unused  
Plastic CD/micro film holder  
Metal file holder  
Wooden blotter for desk  
Under desk keyboard holder  
Old printer for labels  
Old Pitney Bowes scale  
Small lock box  
Box fan  
Anti-glare screen  
Small radio  
5 boxes - giant diskettes dated from mid 1980's  
Vivitar camera with bag and 1 roll of film

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Old printer tape  
Odd desk and office décor  
Monitor stand  
Misc broken parts

29. 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.

**FIRE DEPARTMENT**

003962 1998 Pierce Aerial Fire Truck vin#4P1CT02S8WA000566

30. Authorize final payment #3 in the amount of \$8,770.00 including retainage for the T-Hangar Units Rehabilitation Project and accept the project as complete.
31. Authorize the City Clerk to dispose of records/documents as allowed by State Retention Schedule as follows:
- a. Depository Authorizations
  - b. Official Surety Bonds
  - c. Public Records Requests
  - d. Certificates of Insurance
32. Authorize the City of Olive Branch to accept a donation of a Wirt & Knox antique hose cart from West Brooke LLC designated for the Olive Branch Fire Department.
33. Approve addition to the 2021/2022 and 2022/2023 pool of Seasonal Employees for hire as determined by Parks and Recreation Director.
34. Approve Resolution of the Mayor and Board of Aldermen to the DeSoto County School Board and authorize presentation by Mayor Adams to the School District.

**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.

<u>Name</u>	<u>Address</u>	<u>Parcel #</u>
James Jackson & Shevita McGaughey	10739 French Fort Dr	2061.1101.0-00104.00
Layretta Hudson aka Layretta Austin	10460 Lafayette Dr	2061.1101.0-00195.00
4680 Properties, LLC	6244 Hwy 305	1068.3400.3-00027.00
Firebird SFE I, LLC	10020 Fox Chase Dr	1067.2617.0-00034.00
BRARS, LLC	OB Industrial Park Lot 2B	1067.2631.0-00002.01
Progress Residential Borrower 19, LLC	6064 Allen Parkway E	1068.3485.4-00048.00
Gloria Stewart	9090 Sandy Dr	1055.1602.0-00013.00
West Brooke, LLC	6762 Meadowbrook Pl	1077.3502.0-00020.00
Linda Pipkin	10651 Chateau Dr	2061.1101.0-00012.00

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**Progress Residential 4085 Colton Dr 2061.1113.0-00063.00**  
**Borrower 12, LLC**

**OLD BUSINESS:**

1. Consideration of Amendments to the City of Olive Branch, Mississippi Comprehensive Utility Ordinance.
2. Consideration of bids opened August 29, 2022 for Woodland Lake Outlet Structure/Channel Improvements.

**NEW BUSINESS:**

1. Consideration of proposed budget for the fiscal year beginning October 1, 2022 and ending September 30, 2023.
2. Consideration of resolution setting tax millage rate for fiscal year 2022/2023.
3. Consideration of cost sharing annual Metropolitan Planning Association (MPO) dues with Desoto County and surrounding municipalities.
4. Consideration of recommendation to approve Construction Engineering and Inspection Agreement with HDR Engineering, Inc. for the project referred to as High Mast Lighting.
5. Consideration of recommendation to approve Final Change Order No. 2 on contract with Taylor Construction Co., Inc. in the deductive amount of <\$59,770.00>, decreasing the contract amount from \$1,275,295.73 to \$1,215,525.73; accept project as complete; and authorize Final Payment in the amount of \$53,097.23 including retainage for the project referred to as Craft Road 6" H.P. Gas Main Extension.
6. Consideration of recommendation to approve Professional Engineering Services Agreement with Neel-Schaffer, Inc. for preparation of application(s) for ARPA funding through the Mississippi Municipality and County Water Infrastructure Grant Program (MCWI) not-to-exceed amount of \$7,500.00.
7. Consideration of recommendation to adopt resolution authorizing representative on Mississippi Municipality and County Water Infrastructure (MCWI) Grant Program.
8. Consideration of approval for Shahkoka Lake Dam Grant and Breach Analysis.

**EXECUTIVE SESSION:**

1. Personnel matters in the Sanitation Department  
*Consideration of recommendation for potential new hires.*
2. Personnel matter in the Police Department  
*Consideration of request for Administrative Leave.*

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3. Personnel matters in the Fire Department
  - a. *Consideration of recommendation for employee promotion and salary increase.*
  - b. *Consideration of request for Administrative Leave.*
4. Personnel matters in the Ambulance Department  
*Consideration of recommendation for employee promotions and salary increases.*
5. Personnel matter in the Park Department  
*Consideration of recommendation for potential new hire.*
6. Personnel matter in the Street Department  
*Consideration of recommendation for employee promotion and salary increase.*
7. Personnel matters in the Gas Maintenance Department  
*Consideration of recommendation for potential new hires.*
8. Personnel matter in the Engineering Department  
*Consideration of recommendation for employee disciplinary action.*
9. Personnel matters in the Concessions Department  
*Consideration of recommendation for potential new hires.*
10. Potential Litigation - discussion with City Attorney.

**CLAIMS DOCKETS:**

1. Warrant report #09062022, dated 09/02/2022, 431 invoices totaling \$1,686,324.34.
2. Warrant report #090622UT, dated 09/06/2022, 77 invoices totaling \$9,026.00.
3. Warrant report #090622AT, dated 09/06/2022, 6 invoices totaling \$7,896.02.
4. Warrant report #09072022, dated 09/06/2022, 36 invoices totaling \$94,452.95