

**AGENDA**  
**CITY OF OLIVE BRANCH**  
**BOARD MEETING**  
**6:00 P.M.**  
**OCTOBER 3, 2023**

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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 September 19, 2023.

**PUBLIC COMMENTS:**

1. Mr. Michael P. Chandler, Candidate for MS House of Representatives - District 6, will address and introduce himself to the Board.

**ANNOUNCEMENTS:**

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

**CONSENT AGENDA:**

1. Travel/Training
2. Approve the Municipal Compliance Questionnaire for fiscal year ending September 30, 2023.
3. Appoint Austin Mooney and Amanda Curry as deputy clerks for the purpose of receiving and distributing funds and attending training.
4. Authorize the Mayor and City Clerk to make necessary fund transfers to reconcile due to-due from through September 28, 2023.
5. Authorize the Mayor and City Clerk to accept the fixed asset inventory listing for fiscal year end 2023 and authorize the entry of such documents into the minutes.
6. Authorize the reporting and transfer of the unclaimed property list to the State Treasury of Mississippi from the Accounts Payable Clearing Account in an amount not-to-exceed \$30,000.00, Municipal Court Clearing Account in an amount not-to-exceed \$1,000.00, Payroll Clearing Account in an amount not-to-exceed \$4,200.00 and Police Evidence Fund in an amount not-to-exceed \$26.00 in accordance with Mississippi Uniform Disposition of Unclaimed Property Act Miss. Statue Section 89-12-1 to 89-12-57.
7. Authorize the City of Olive Branch to accept a donation in the amount of \$125.00 from Mrs. Rita Schelly and Mr. Nick Lancaster designated for the Shop with a Cop event.

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8. Approve request for Christopher Keys, Robert Sullivan, and Jackson Curtis to participate in the Paramedic Certification Program and pay all associated costs outlined in the Fire Department's S.O.G., Pre-Paid Paramedic Certification Tuition.
9. Approve Public Works purchase of three (3) John Deere Z960M ZTrak mowers pursuant to state contract number 8200067663.
10. Accept CY Construction, LLC as the lowest and best quote for gas service line installation and pay all associated costs.
11. Authorize expenditures up to \$1,500.00 by Public Works to purchase promotional items for various Public Safety Awareness events, with the specific finding that said expenditures will advertise and promote the City of Olive Branch.
12. Approve sponsorship and payment for the November 2023 Olive Branch Chamber of Commerce Membership Luncheon, with the specific finding that said expenditure will advertise and promote the City of Olive Branch.
13. Authorize expenditures up to \$500.00 to host a Veterans Day Luncheon, with the specific finding that said expenditures will advertise and promote the City of Olive Branch.
14. Authorize expenditures up to \$500.00 for the 2023 Olive Branch Hall of Fame induction, with the specific finding that said expenditures will advertise and promote the City of Olive Branch.
15. Adopt Ordinance amending the May 20, 2014 Ordinance Regulating and Permitting the Licensing of the Retail Sales of Fireworks Including Class "B" Public Fireworks Displays within the City of Olive Branch, Mississippi.
16. Approve Final Resolution Granting Ad Valorem Tax Exemption for Noble Supply & Logistics, LLC.
17. Approve Open Container Waiver - Olive Twig Mardi Gras Parade.
18. Approve Resolution regarding the establishment of water/sewer rates - 21-27-7.
19. Approve Interlocal Agreement between Olive Branch, Southaven, and Desoto County for the 2023 Edward Byrne Justice Assistance Grant (JAG).
20. Approve Affiliation Agreement between the City of Olive Branch and Desoto County Career and Technology Center East.
21. Authorize service agreement with Mailhot Services for tree removal and pay all associated costs.
22. Authorize the City of Olive Branch to issue a Request for Qualifications for Airport Engineering and Planning Services and pay all associated costs.

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**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>
Beruk Properties Inc	Bethel Rd & College Rd	2061.1100.0-00032.03
AMNL Asset Company 2 LLC	6330 Cheyenne Dr.	1069.3214.0-00035.00
Jarrett B & Jessica Kidd	10301 Quail Rd	2062.1001.0-00004.00
Jimmy Bratton	6802 Renee Dr.	1069.3207.0-00065.00
BAF Asset 5 LLC	6738 Blocker St	1068.3400.2-00114.00

**NEW BUSINESS:**

1. Economic Development - discussion with Cascades developers.
2. Consideration of recommendation to authorize the City of Olive Branch to enter into a Professional Surveying Services Agreement with Jones-Davis & Associates, Inc. in the lump sum amount of \$2,850.00 for the project referred to as Future Fire Station on Center Hill Road.
3. Consideration of recommendation to authorize the City of Olive Branch to enter into a Professional Services Agreement with Fisher & Arnold, Inc. at an hourly rate and not-to-exceed amount of \$40,460.00 for the project referred to as Pickleball Facility in City Park.
4. Consideration of recommendation to authorize the City of Olive Branch to enter into a Professional Services Agreement with Fisher & Arnold, Inc. in the not-to-exceed amount of \$267,600.00 for the project referred to as Craft Road Water Production Facility.
5. Consideration of recommendation to approve Addendum to the Professional Service Contract with HDR Engineering, Inc. extending the contract time by an additional twelve (12) months, making the new contract completion date December 31, 2024 for the project referred to as Pleasant Hill Widening.
6. Consideration of recommendation to approve Final Change Order #1 on contract with Perry Pavement Company, LLC in the deductive amount of <\$3,814.66>, decreasing the contract amount from \$202,642.50 to \$198,827.84; accept project as complete; and authorize Final Payment in the amount of \$198,827.84 including retainage for the project referred to as City Park Walking Trail Improvements.
7. Consideration of recommendation to approve Addendum to the Professional Engineering Service Agreement with Civil Link, LLC extending the contract time by an additional twelve (12) months, making the new contract completion date December 31, 2024 for the project referred to as Stateline and Davidson Intersection Improvements.

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8. Consideration of recommendation to approve a Professional Traffic Analysis Agreement with Porter Consulting, LLC in the not-to-exceed amount of \$6,500.00 for the project referred to as Craft Road at College Road Traffic Analysis.
9. Consideration of recommendation to approve Southern Area Projects 1 & 2 Task Order Number 2 with Neel-Schaffer, Inc. at an hourly rate and not-to-exceed amount of \$64,000.
10. Consideration of recommendation to approve Change Order #2 on contract with Lehman-Roberts Company in the additive amount of \$1,135,515.00 for the project referred to as Term Bid Contract for Annual Full Depth Reclamation (FDR) and Asphalt Overlay.
11. Consideration of recommendation to approve Change Order #1 on contract with Lehman-Roberts Company in the additive amount of \$691,900.00 for the project referred to as Term Bid Contract for Annual Surface Treatments.
12. Consideration of recommendation to approve Change Order #2 on contract with Riverside Traffic System, Inc. in the additive amount of \$207,936.56 for the project referred to as Term Bid Contract for Annual Striping and Pavement Markings.

**EXECUTIVE SESSION:**

1. Personnel matter in the Concession Department  
*Consideration of recommendation for employee transfer and salary change.*
2. Personnel matters in the Gas Maintenance Department  
*Consideration of recommendation for potential new hires.*
3. Personnel matters in the Street Department  
*Consideration of recommendation for potential new hires.*
4. Personnel matters in the Water Maintenance Department  
*Consideration of recommendation for potential new hires.*
5. Personnel matter in the Gas Billing Department  
*Consideration of recommendation for employee disciplinary action.*
6. Pending/Potential Litigation - *discussion with City Attorney - 25-41-7.*

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**CLAIMS DOCKETS:**

1. Warrant report #092723UT, dated 09/28/2023, 59 invoices totaling \$6,616.60.
2. Warrant report #10032023, dated 09/29/2023, 22 invoices totaling \$740,899.61.
3. Warrant report #09272023, dated 09/29/2023, 205 invoices totaling \$602,406.33.
4. Warrant report #092723AT, dated 10/03/2023, 6 invoices totaling \$11,567.97.
5. Warrant report #100323AT, dated 10/03/2023, 1 invoice totaling \$23.70.
6. Warrant report #09282023, dated 10/03/2023, 182 invoices totaling \$499,525.95.
7. Warrant report #10042023, dated 10/03/2023, 20 invoice totaling \$186,267.80.