

AGENDA
CITY OF OLIVE BRANCH
BOARD MEETING
6:30 P.M.
OCTOBER 4, 2022

1

TO ORDER:

PRAYER/PLEDGE OF ALLEGIANCE:

ROLL CALL (Establish Quorum):

APPROVAL OF MINUTES:

1. Approve minutes of the Regular Meeting of September 20, 2022.
2. Approve minutes of the Special Meeting of September 29, 2022.

ANNOUNCEMENTS:

1. Mayor's Awards
 - a. September 2022 - Water Administrative Assistant
Jennifer Fennell
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 September 28, 2022.
3. Approve the Municipal Compliance Questionnaire for fiscal year ending September 30, 2022.
4. Approve annual expenditure of \$700.00 to CivicPlus for online Hosting and Municode Archival OrdBank 10/1/2022 through 09/30/2023.
5. Approve Professional Services Agreement with Garver, LLC - Project 22A20251.
6. Authorize the City of Olive Branch to renew the service contract agreement with Formax and pay all associated costs.
7. Approve electric service agreement with Northcentral EPA for the Olive Branch City Park.
8. Authorize the City of Olive Branch to purchase one (1) 2018 Ford Explorer AWD from Missouri State Highway Patrol.
9. Authorize the City of Olive Branch to purchase Master Meter radio-read meters, transmitters, and other required metering equipment with specific findings that Southern Pipe & Supply is the "sole source" supplier and that valid justification exists to approve a purchase of specific equipment necessary to perform a specific job.

AGENDA
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2

10. Authorize expenditures and establishment of a temporary petty cash fund not to exceed \$550.00 for Halloween and other Fall events, with the specific finding that said expenditures will advertise and promote the City of Olive Branch.
11. Authorize the Mayor and City Clerk to accept the fixed asset inventory listing for fiscal year end 2022 and authorize the entry of such documents into the minutes.
12. Approve Memorandums of Understanding between the City of Olive Branch and Jean Cain, Debora Burch and Joyce Alexander.
13. Accept City Administrator's report on emergency declared August 9, 2022 relative to the delay caused by the bidding process and authorize documentation of said report in minutes for this meeting.
14. Authorize the City of Olive Branch to enter into a software as a service agreement with PowerDMS, Inc. and pay all associated costs.
15. 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.

MAINTENANCE SHOP

010860 Tire Changer
010861 Wheel Balancer

16. Approve submittal of the Fiscal Year 2023 Airport Improvement Program Grant Pre-application.
17. Approve addition to the 2022/2023 pool of Seasonal Employees for hire as determined by Parks and Recreation Director.

PLANNING COMMISSION / OLD 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>
Hubert L Scales	8034 Polk Lane	1054.1900.0-00017.00
Home SFR Borrower, LLC	6181 Braybourne Main	1059.3207.0-00271.00

Tabled til this date in meeting of September 20, 2022.

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

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OCTOBER 4, 2022

3

either the City staff or contract labor to clean the property forthwith.

<u>Name</u>	<u>Address</u>	<u>Parcel #</u>
Home SFR Borrower II, LLC	10063 Palmer Dr	1067.3512.0-00240.00
Memphis Investment Properties III, LLC	4645 Lasalle Place	2061.1101.0-00089.00
C Mack Gurley & Mary Sue Gurley	6411 Rolling Hills Dr	2063.0702.0-00035.00
FKH SFR PROPCO B-HLD, LP	8638 Bell Ridge Dr	2062.0902.0-00036.00
RS Rental II, LLC	6534 Valerie Dr	1068.2409.1-00082.00
Barbara Y Adair	8050 Shady Lane	1068.2818.0-00002.00
Worldwide Property Hub, LLC	9461 Hickory Dr	1065.1501.0-00271.00
Melvin Lee	6750 Curtiss Cove	1067.3515.0-00333.00
Yamasa Co, Ltd	7167 Hunters Forest Dr	1059.3005.0-00070.00
Progress Residential Borrower	6320 Sandbourne E	1059.3208.0-00335.00
Lillie P Cannon	13051 Sandbourne Cove	1059.3203.0-00122.00
Yamasa Co, Ltd	7180 Fox Trot Cove	1059.3005.0-00097.00

OLD BUSINESS:

1. Consideration of proposals opened September 26, 2022 for Concession Vendors for City of Olive Branch Parks and Recreation.
2. Consideration of bids opened September 26, 2022 for Self-Serve AV-Gas Rebid.
3. Consideration of bids opened September 26, 2022 for Annual Preservation Treatments.

NEW BUSINESS:

1. Consideration of proposed revision to the City of Olive Branch Employee Handbook related to the Retiree Continued Insurance Coverage Policy.

EXECUTIVE SESSION:

1. Personnel matters in the Fire Department
 - a. Consideration of recommendation for potential new hire.
 - b. Consideration of recommendation for employee promotion and salary increase.
2. Personnel matters in the Ambulance Department
 - a. Consideration of recommendation for potential new hire.
 - b. Consideration of recommendation for employee promotion and salary increase.
3. Personnel matters in the Police Department
 - a. Consideration of recommendation for employee promotion and salary increase.
 - b. Consideration of recommendation for employee disciplinary action.
4. Personnel matter in the Concession Department
Consideration of recommendation for potential new hire.
5. Personnel matter in the IT Department
Consideration of recommendation for employee promotion and salary increase.

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AGENDA
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OCTOBER 4, 2022

5

6. Personnel matters in the Airport Department
 - a. *Consideration of recommendation for potential new hire.*
 - b. *Consideration of recommendation for employee promotion and salary increase.*

7. Potential Litigation - *Discussion with COO/City Attorney pursuant to Miss. Code Ann. Section 25-41-7(4)(b).*

CLAIMS DOCKETS:

1. Warrant report #927DEBSR, dated 09/29/2022, 2 invoices totaling \$475,868.13.

2. Warrant report #092722UT, dated 09/29/2022, 71 invoices totaling \$8,174.18.

3. Warrant report #10042022, dated 09/30/2022, 14 invoices totaling \$645,731.43.

4. Warrant report #09272022, dated 09/30/2022, 272 invoices totaling \$1,982,144.03.

5. Warrant report #100422AT, dated 10/04/2022, 1 invoice totaling \$24.36.

6. Warrant report #092722AT, dated 10/04/2022, 3 invoices totaling \$1,342.69.

7. Warrant report #10052022, dated 10/04/2022, 18 invoices totaling \$16,223.95.

8. Warrant report #09282022, dated 10/04/2022, 179 invoices totaling \$515,141.02.