

**AGENDA**  
**CITY OF OLIVE BRANCH**  
**BOARD MEETING**  
**6:00 P.M.**  
**OCTOBER 17, 2023**

1

This meeting will be live-streamed and recorded on the City's YouTube channel at <https://www.youtube.com/@cityofob>.

**TO ORDER:**

**PRAYER/PLEDGE OF ALLEGIANCE:**

**ROLL CALL (Establish Quorum):**

**APPROVAL OF MINUTES:**

1. Approve minutes of the Regular Meeting of October 3, 2023.

**RECOGNITION:**

1. Ms. Linda Grant
2. Ms. Denise Novack

**CONSENT AGENDA:**

1. Travel/Training
2. Approve the closure of Pigeon Roost Road from Old Goodman to Kerr Street between the hours of 5:15 p.m. and 8:00 p.m., Thursday, October 26, 2023, for annual Truck or Treat in Old Towne.
3. Declare as surplus the following items with a Fair Market Value of \$0, 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.

**IT DEPARTMENT**

003663 Panasonic Toughbook s/n 8HTYA04664  
003264 Dell Optiplex 745 s/n FW50QC1  
010319 Dell Thin Client s/n G6P8W72  
010248 Dell Thin Client s/n DDQ5W72  
010250 Dell Thin Client s/n J8FHV72  
010975 Apple iPhone s/n 014390004866280  
011380 Apple iPhone s/n DX4CHRSGKXKN  
----- Brother HL-L6200DW Printer s/n U64180G8N187769  
----- Brother HL-L6200DW Printer s/n U64180G8N458782  
----- Dell Optiplex 3010 s/n JMPYDX1  
----- Dell Optiplex 7020 s/n 3H0D382  
----- Compaq Computer s/n U223JYGZA553

**STREET DEPT**

003539 Shindaiwa T272X Weed Eater s/n 7064745

4. Authorize removal from fixed asset inventory - Insurance settlement.

**POLICE DEPT.**

011210 2017 Dodge Charger s/n 2C3CDXKT6HH546895 #17202

**AGENDA**  
**CITY OF OLIVE BRANCH**  
**BOARD MEETING**  
**6:00 P.M.**  
**OCTOBER 17, 2023**

2

5. Authorize the City of Olive Branch to accept a donation of \$50.00 from Mr. R. M. Huffman designated for the Olive Branch Police Department.
6. Authorize the City of Olive Branch to accept a donation of \$300.00 from Mrs. Mary V. Patterson designated for the Olive Branch Police Department.
7. Authorize the City of Olive Branch to accept a donation of one (1) pallet of bottled water from Niagara Bottling designated for the Olive Branch Police Department.
8. Authorize the City of Olive Branch to accept a donation in the amount of \$2,000.00 from Community Thrift Shop of Olive Branch designated for the Shop with a Cop event.
9. Approve Affiliation Agreement between the City of Olive Branch and Desoto County Career and Technology Center East.
10. Authorize expenditures up to \$250.00 for Halloween candy to be distributed to children at various fire stations, with the specific finding that said expenditure will advertise and promote the City of Olive Branch.
11. Approve mobile shred services with Desoto Shred in the amount of \$400.00 with the specific finding that said expenditure will advertise and promote the City of Olive Branch.
12. Authorize purchase of one (1) 2024 Ford Expedition 4x4 from Landers South at current state contract pricing. (MS Contract 8200071229)
13. Authorize purchase of one (1) 2024 Ford F150 4x4 from Landers South at current state contract pricing. (MS Contract 8200071318)
14. Authorize the City of Olive Branch to purchase one (1) 2020 Ford Explorer from the Missouri State Highway Patrol.
15. Authorize purchase of one (1) 2019 Ford F150 4x4 from the Missouri State Highway Patrol.
16. Authorize expenditures from the Police Department not-to-exceed \$650.00 for Halloween and Christmas events, with the specific finding that said expenditures will advertise and promote the City of Olive Branch.
17. Approve settlement of claim pursuant to Miss. Code Ann. Section 25-1-47 - Goodman Road and Highway 78.
18. Adopt Franchise Ordinance with Zayo Group, LLC.
19. Accept donation of utility easement - J. Hoover Properties, L.P.
20. Authorize the City of Olive Branch to enter into professional service agreements with Kut It Out, LLC, Brunt's Lawn Service, and John Evans.

**AGENDA**  
**CITY OF OLIVE BRANCH**  
**BOARD MEETING**  
**6:00 P.M.**  
**OCTOBER 17, 2023**

3

21. Approve electric service agreements with Northcentral EPA for the Olive Branch City Park.
22. Authorize submission of notice of cancellation to Brightspeed for account 300095806.
23. Authorize the City of Olive Branch to renew the annual maintenance agreement with ESRI, Inc. for ArcGIS software with additional credits for software and pay all associated costs.
24. Authorize the City of Olive Branch to renew annual support and maintenance agreement with Formax for FDP2052 folder sealer and pay all associated costs.
25. Authorize the City of Olive Branch to enter into service agreements with Jan-Pro Cleaning & Disinfecting for cleaning services at City Hall, Senior Center, Park Office, Police Department, Airport Terminal and Airport Tower and pay all associated costs.
26. Approve execution of Addendum to Service Agreement and Client Authorization Form related to the current agreement with National Benefits Service, LLC.
27. Authorize the City of Olive Branch to renew the annual maintenance and licensing agreement with Sendio, Inc. for email spam filter software and pay all associated costs.
28. Approve addition to the 2023/2024 pool of Seasonal Employees for hire as determined by Parks and Recreation Director.
29. Authorize the City of Olive Branch to seek bids for Shoulder Gravel along Roadways.

**PLANNING COMMISSION / OLD BUSINESS:**

1. Public Hearing date for consideration of application for Project Text and Development Plan for Robinson Crossing Commerce Center Planned Commercial Development, submitted by Stephen Steinbach, UrbanInsites, LLC on behalf of Barry Bridgforth, R.R. Bridgforth Heirs, Property Owner. The purpose is to establish the Robinson Crossing Commerce Center, a 92.0 +/-acre commercial development. The subject property is zoned C4, Planned Commercial District, and is located at the northeast corner of Pleasant Hill Road and Church Road. *(File# ZP23-0002) Public Hearing set for this date in meeting of September 19, 2023.*

**PLANNING COMMISSION / NEW BUSINESS:**

1. Planning Commission Consent Items:
  - a. Set Public Hearing for consideration of application to Amend the Project Text and Development Plan for Old River Farm, submitted by Ron Slade, Orion Planning and Design on behalf of Property Owner Jon Reeves, Jonmark Development Properties. The request is to allow front facing garages within the development. The 31.05 +/-acre subject property

**AGENDA**  
**CITY OF OLIVE BRANCH**  
**BOARD MEETING**  
**6:00 P.M.**  
**OCTOBER 17, 2023**

4

is located on the north side of College Road, just west of HWY 305, known as 8830 College Road. (File# ZP23-0004)  
*Public Hearing date set for November 21, 2023.*

2. Consideration of application for a Preliminary Plat for Acree Commercial Development Subdivision, Phases 3 & 4, submitted by Harvey Matheny, the Pickering Firm, on behalf of David & Sons Properties, LLC, Property Owner. The request is to preliminarily divide 17.12 +/-acres into 8 lots. The subject property is zoned C-4, Planned Commercial District, and is located at the southwest corner of HWY 302 and Craft Road. (File# SD23-0042)
3. Consideration of application for a Final Plat for the Neighborhood at Belle Pointe, Sec. B, submitted by Joe Frank Lauderdale, on behalf of Property Owners, Whitten Heirs, LLC. The request is to subdivide 23.77 +/-acres into 24 residential lots and 3 common open spaces. The subject property is zoned PUD, Planned Unit Development, and is located north of Summer Pointe Drive, east of East Point Drive and will connect the 2 sections of Malone Road to the north and south. (File# SD23-0032)
4. Consideration of application for a Final Plat for Scope Subdivision, Phase 1, submitted by Chad Fischer, Focal Point Investments, Property Owner. The request is to subdivide 6.26 +/-acres into one lot. The subject property is zoned M-1, Light Industrial District and is located on the southwest side of HWY 178 north of the Old Craft Road intersection. (File# SD23-0041)
5. Consideration of application for a Final Plat for Morgan 2 Lot Minor Subdivision submitted by Robin Money Penny, Property Owner. The request is to divide 9.55 +/-acres into 2 lots. The subject property is zoned A-R, Agricultural-Residential District, and is located at 7235 Dunn Lane E. (File# SD23-0039)
6. Consideration of application for a Final Plat for Dempsey Construction Co. Subdivision, submitted by Otis & Sumer Dempsey, Property Owners. The request is to create a 1 lot subdivision of 0.65 +/-acres. The subject property is zoned C-2, Highway Commercial District, and is located at the northwest corner of HWY 178 and Blocker Street, known as 9461 HWY 178. (File# SD23-0040)
7. 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.

| <b>Name</b>                   | <b>Address</b>      | <b>Parcel #</b>      |
|-------------------------------|---------------------|----------------------|
| Milton P. & Betty J Carpenter | 7208 Maple Grove Rd | 1068.2709.0-00136.00 |

8. Consideration of action on motion determining the actual cost of cleaning the following properties, determining whether to assess a penalty, and to declare whether the debt will be collected by civil suit or placed as a lien on the property taxes.

**AGENDA**  
**CITY OF OLIVE BRANCH**  
**BOARD MEETING**  
**6:00 P.M.**  
**OCTOBER 17, 2023**

| NAME  | ADDRESS   | PARCEL NO            | TIMES CUT    |
|---|---|----------------------|--------------|
| Lassiter, David                                 | Alexander Place COS Lot 115.01  | 1065.2231.0-00115.01 | 1st 4/18/23  |
| Lassiter, David                                 | Alexander Place COS Lot 115.01  | 1065.2231.0-00115.01 | 2nd 6/28/23  |
| Lassiter, David                                 | Alexander Place COS Lot 115.01  | 1065.2231.0-00115.01 | 3rd 7/30/23  |
| Lassiter, David                                 | Alexander Place COS Lot 115.01  | 1065.2231.0-00115.01 | 4th 9/11/23  |
| Blanchard, Rickie L.                            | 7883 Germantown Rd.   | 1068.2811.0-00008.00 | 1st 5/17/23  |
| Blanchard, Rickie L.                            | 7883 Germantown Rd.   | 1068.2811.0-00008.00 | 2nd 7/10/23  |
| Saulsberry, Brian L.                            | 14.68 ac @ dead end of Hunters Creek Dr. bordering proposed Craft Rd. Ext. easement | 1064.2000.0-00020.00 | 1st 4/20/23  |
| Fox Creek                                       | Lot 161   | 1059.3007.0-00161.00 | 1st 7/30/23  |
| Fox Creek                                       | Lot 161   | 1059.3007.0-00161.00 | 2nd 9/15/23  |
| Fox Creek                                       | Lot 116   | 1059.3005.0-00116.00 | 1st 9/15/23  |
| Fox Creek                                       | Lot 159   | 1059.3006.0-00159.00 | 1st 9/15/23  |
| Hester A. Roberts Irrevocable Real Estate Trust | 7257 Crape Myrtle Dr.   | 1068.2709.0-00141.00 | 1st 10/21/22 |
| Hester A. Roberts Irrevocable Real Estate Trust | 7257 Crape Myrtle Dr.   | 1068.2709.0-00141.00 | 2nd 7/27/23  |
| Hester A Roberts Irrevocable Real Estate Trust  | 7257 Crape Myrtle Dr.   | 1068.2709.0-00141.00 | 3rd 9/26/23  |
| Hurt, James L. & Cathy J.                       | 7055 Grove Park Cove  | 1069.2905.0-00055.00 | 1st 10/21/22 |
| Home SFR Borrower II, LLC                       | 10063 Palmer Dr.  | 1067.3512.0-00240.00 | 1st 10/10/22 |
| Home SFR Borrower, LLC                          | 6181 Braybourne Main  | 1059.3207.0-00271.00 | 1st 10/7/22  |
| KAC Land Trust                                  | 4592 Shinault Lane  | 1076.2310.0-00029.00 | 1st 5/2/23   |
| KAC Land Trust                                  | 4592 Shinault Lane  | 1076.2310.0-00029.00 | 2nd 6/25/23  |
| KAC Land Trust                                  | 4592 Shinault Lane  | 1076.2310.0-00029.00 | 3rd 8/8/23   |
| Kidd, Jarrett B. & Jessica                      | 10301 Quail Rd.   | 2062.1001.0-00004.00 | 1st 5/31/23  |
| Kidd, Jarrett B. & Jessica                      | 10301 Quail Rd.   | 2062.1001.0-00004.00 | 2nd 7/11/23  |
| Lassiter, David                                 | Garden of Plantation COS 284  | 1065.2233.0-00284.00 | 1st 4/23/23  |
| Lassiter, David                                 | Garden of Plantation COS 284  | 1065.2233.0-00284.00 | 2nd 6/28/23  |
| Lassiter, David                                 | Garden of Plantation COS 284  | 1065.2233.0-00284.00 | 3rd 7/30/23  |
| Lassiter, David                                 | Garden of Plantation COS 284  | 1065.2233.0-00284.00 | 4th 9/11/23  |
| Peart-Montgomery, Norella                       | 4544 Shinault Lane  | 1076.2307.0-00027.00 | 1st 5/2/23   |
| Peart-Montgomery, Norella                       | 4544 Shinault Lane  | 1076.2307.0-00027.00 | 2nd 6/25/23  |
| Peart-Montgomery, Norella                       | 4544 Shinault Lane  | 1076.2307.0-00027.00 | 3rd 8/8/23   |
| Mainland MCA OB LLC                             | 6785 Parkview Blvd.   | 1068.3308.1-00001.00 | 1st 5/2/23   |
| Mainland MCA OB LLC                             | 6785 Parkview Blvd.   | 1068.3308.1-00001.00 | 2nd 6/28/23  |
| Mainland MCA OB LLC                             | 6785 Parkview Blvd.   | 1068.3308.1-00001.00 | 3rd 8/4/23   |
| Mainland MCA OB LLC                             | 6785 Parkview Blvd.   | 1068.3308.1-00001.00 | 4th 9/25/23  |
| Mainland MCA OB LLC                             | 6755 Parkview Blvd.   | 1068.3308.1-00001.01 | 1st 5/2/23   |
| Mainland MCA OB LLC                             | 6755 Parkview Blvd.   | 1068.3308.1-00001.01 | 2nd 6/28/23  |
| Mainland MCA OB LLC                             | 6755 Parkview Blvd.   | 1068.3308.1-00001.01 | 3rd 8/4/23   |
| Mainland MCA OB LLC                             | 6755 Parkview Blvd.   | 1068.3308.1-00001.01 | 4th 9/26/23  |

**AGENDA**  
**CITY OF OLIVE BRANCH**  
**BOARD MEETING**  
**6:00 P.M.**  
**OCTOBER 17, 2023**

| NAME                                   | ADDRESS               | PARCEL NO            | TIMES CUT    |
|--|-----------------------|----------------------|--------------|
| Progress RES Borrower 1, LLC           | 6320 Sandbourne E     | 1059.3208.0-00335.00 | 1st 10/10/22 |
| Progress Residential Borrower 16, LLC  | 10566 Wyckford Dr.    | 2061.0212.0-00108.00 | 1st 10/21/22 |
| Pugh, James Edward III                 | 8780 Courtly Circle N | 1065.2114.0-00056.00 | 1st 8/21/23  |
| Progress Residential HVH Borrower, LLC | 4322 Lexi Dr.         | 2061.1108.0-00124.00 | 1st 7/10/23  |
| Progress Residential HVH Borrower, LLC | 4322 Lexi Dr.         | 2061.1108.0-00124.00 | 2nd 9/15/23  |
| Johnson, Ronald & Barbara              | 7432 Rose Garden Dr.  | 2063.0805.0-00047.00 | 1st 4/14/23  |
| Titos Auto Sales LLC                   | 9095 Yahweh Dr.       | 1064.1801.0-00003.00 | 1st 7/30/23  |
| Reed, Troy                             | Alexander Place COS   | 1065.2231.0-00115.02 | 1st 5/2/23   |
| Reed, Troy                             | Alexander Place COS   | 1065.2231.0-00115.02 | 2nd 6/25/23  |
| Reed, Troy                             | Alexander Place COS   | 1065.2231.0-00115.02 | 3rd 7/30/23  |
| Reed, Troy                             | Alexander Place COS   | 1065.2231.0-00115.02 | 4th 9/15/23  |
| McGee, Mark Allen                      | Shahkoka Lake Lot 22  | 1069.2901.0-00022.00 | 1st 5/22/23  |
| McGee, Mark Allen                      | Shahkoka Lake Lot 22  | 1069.2901.0-00022.00 | 2nd 7/11/23  |
| McGee, Mark Allen                      | Shahkoka Lake Lot 22  | 1069.2901.0-00022.00 | 3rd 8/21/23  |
| Kondra, Shashidhar                     | 7911 Allen Glen Lane  | 1069.2934.0-00125.00 | 1st 8/21/23  |
| Spencer, Vera M.                       | 6690 Jennifer Dr.     | 1068.3408.1-00042.00 | 1st 6/25/23  |
| Spencer, Vera M.                       | 6690 Jennifer Dr.     | 1068.3408.1-00042.00 | 2nd 9/26/23  |

**Certified State of Mississippi Owned Properties**

| ADDRESS                    | PARCEL NUMBER        | TIMES CUT<br>INVOICE DATE |
|----------------------------|----------------------|---------------------------|
| 4699 Wedge Hill Dr.        | 1077.3526.0-00091.00 | 1st 4/18/2023             |
| 4699 Wedge Hill Dr.        | 1077.3526.0-00091.00 | 2nd 6/12/23               |
| 4699 Wedge Hill Dr.        | 1077.3526.0-00091.00 | 3rd 8/8/23                |
| 4629 Wedge Hill Dr.        | 1077.3526.0-00086.00 | 1st 4/18/2023             |
| 4629 Wedge Hill Dr.        | 1077.3526.0-00086.00 | 2nd 6/12/23               |
| 4629 Wedge Hill Dr.        | 1077.3526.0-00086.00 | 3rd 8/8/23                |
| Henry's Plantation         | 1065.2230.0-00200.01 | 1st 5/22/23               |
| Henry's Plantation         | 1065.2230.0-00200.01 | 2nd 6/25/23               |
| Henry's Plantation         | 1065.2230.0-00200.01 | 3rd 7/30/23               |
| Henry's Plantation         | 1065.2230.0-00200.01 | 4th 9/11/23               |
| Henry's Plantation         | 1065.2230.0-00200.02 | 1st 4/18/23               |
| Henry's Plantation         | 1065.2230.0-00200.02 | 2nd 6/25/23               |
| Henry's Plantation         | 1065.2230.0-00200.02 | 3rd 7/30/23               |
| Henry's Plantation         | 1065.2230.0-00200.02 | 4th 9/11/23               |
| College Park Ph. 2 Lot 122 | 2061.1107.0-00122.01 | 1st 5/17/23               |
| College Park Ph. 2 Lot 122 | 2061.1107.0-00122.01 | 2nd 6/28/23               |
| College Park Ph. 2 Lot 122 | 2061.1107.0-00122.01 | 3rd 8/8/23                |
| 7955 Hickory Cove          | 1069.2901.0-00021.00 | 1st 5/22/23               |
| 7955 Hickory Cove          | 1069.2901.0-00021.00 | 2nd 7/11/23               |
| 7955 Hickory Cove          | 1069.2901.0-00021.00 | 3rd 8/21/23               |
| Sandidge Point Lot 37      | 2062.0319.0-00037.01 | 1st 6/5/23                |
| Sandidge Point Lot 37      | 2062.0319.0-00037.01 | 2nd 8/21/23               |

**AGENDA**  
**CITY OF OLIVE BRANCH**  
**BOARD MEETING**  
**6:00 P.M.**  
**OCTOBER 17, 2023**

7

**NEW BUSINESS:**

1. Consideration of recommendation to approve East Area Projects 1 & 2 Task Order No. 2 with Neel-Schaffer, Inc. in the hourly not-to-exceed amount of \$46,170.00.

**EXECUTIVE SESSION:**

1. Personnel matter in the Airport Department  
*Consideration of recommendation for employee disciplinary action.*
2. Personnel matter in the Ambulance Department  
*Consideration of recommendation for employee promotion and salary increase.*
3. Personnel matters in the Fire Department
  - a. *Consideration of recommendation for employee promotion and salary increase.*
  - b. *Consideration of recommendation for potential new hire*
4. Personnel matters in the Gas Maintenance Department  
*Consideration of recommendation for potential new hires.*
5. Personnel matters in the Park Department
  - a. *Consideration of recommendation for potential new hire.*
  - b. *Consideration of request for Administrative Leave.*
6. Personnel matters in the Police Department
  - a. *Consideration of recommendation for employee promotion and salary increase.*
  - b. *Consideration of recommendation for potential new hires.*
  - c. *Consideration of recommendation for employee disciplinary actions.*
7. Personnel matters in the Sanitation Department
  - a. *Consideration of recommendation for potential new hire.*
  - b. *Consideration of request for Administrative Leave.*
8. Personnel matters in the Street Department
  - a. *Consideration of recommendation for employee promotion and salary increase.*
  - b. *Consideration of recommendation for potential new hires.*

**CLAIMS DOCKETS:**

1. Warrant report #09292023, dated 10/13/2023, 109 invoices totaling \$862,914.59.
2. Warrant report #092923NC, dated 10/13/2023, 2 invoices totaling \$196,824.75.
3. Warrant report #10172023, dated 10/13/2023, 138 invoices totaling \$1,280,453.57
4. Warrant report #101723UT, dated 10/17/2023, 60 invoices totaling \$5,908.87.

**AGENDA**  
**CITY OF OLIVE BRANCH**  
**BOARD MEETING**  
**6:00 P.M.**  
**OCTOBER 17, 2023**

8

5. Warrant report #092923AT, dated 10/17/2023, 3 invoices totaling \$7,124.56.
6. Warrant report #101723FX, dated 10/17/2023, 1 invoice totaling \$48.78.
7. Warrant report #09302023, dated 10/17/2023, 37 invoices totaling \$1,261,254.39.
8. Warrant report #10182023, dated 10/17/2023, 74 invoices totaling \$174,372.99