

AGENDA
CITY OF OLIVE BRANCH
BOARD MEETING
6:30 P.M.
NOVEMBER 1, 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 October 18, 2022.

ANNOUNCEMENTS:

1. Mayor's Awards
 - a. October 2022 - Senior Center Coordinator Norma Shaw
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 October 26, 2022.
3. Approve agreement with CDW Government for Adobe Licensing Subscriptions and pay all associated costs.
4. Authorize expenditures up to \$1,500.00 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.
5. Authorize the City of Olive Branch to accept a donation in the amount of \$1,000.00 from the Community Thrift Shop of Olive Branch designated for the Shop with a Cop event.
6. Approve procurement of laptop computers, associated keyboards, and in-car chargers from CDWG in accordance with Mississippi Department of Information Technology Services' EPL 3760.
7. Approve amendment to the Olive Branch Police Department Policy and Procedure Manual Policy 2.07.21.
8. Authorize the City of Olive Branch to accept various donations from Walmart, North Central Electric, Olive Grove Terrace, Sonic, Old Style BBQ, Piggly Wiggly, McAlister's, Lenny's, and Cindy Winders designated for Senior Citizens Day at the Wesson House.
9. Authorize the City of Olive Branch to accept a donation of five (5) dozen donuts from OB Donuts and twelve (12) cases of bottled water from Northcentral Electric Cooperative designated for the Olive Branch Senior Center Walk for the Cure.

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10. Authorize the City of Olive Branch to accept a donation of \$225.00 from Michael Hatcher & Associates, Inc. designated for the Olive Branch Animal Shelter.
11. Authorize the City of Olive Branch to accept a donation of structural firefighting boots from Emergency Equipment Professionals designated for the Olive Branch Fire Department.
12. Authorize the City of Olive Branch to renew the annual support and licensing agreement with Rose Rush Services, LLC for Shelter Pro Software and pay all associated costs.
13. Authorize the City Clerk to make the following transfers from Water & Gas Fund to the General Fund for certain services through October 25, 2022.

General Fund	\$172,003.00
Gas Fund (45652)	\$88,757.00
Water Fund (40650)	\$83,246.00

14. Authorize the City of Olive Branch to apply for grant funds from the 2023 Emergency Medical Services Operating Fund to be used for the purchase of EMS equipment by the Olive Branch Fire Department.
15. Authorize the City of Olive Branch to enter into service agreements with Jan-Pro Cleaning Systems for cleaning services at City Hall, Senior Center and City Park buildings and pay all associated costs.
16. Authorize conveyance of right-of-way easement to Northcentral Electric Cooperative.
17. Authorize the City of Olive Branch to renew annual support and maintenance agreement with Elliott Data Systems for booking cameras and pay all associated costs.
18. Authorize the City of Olive Branch to renew the Software Licensing Agreement with Helm Inc. for Ford IDS licensing and pay all associated costs.
19. Authorize the City of Olive Branch to renew the Software Licensing Agreement with Snap-On distributor, Cayce Broadway, for Zeus software and pay all associated costs.
20. Authorize the City of Olive Branch to renew the service agreement with Everbridge Nixle and pay all associated costs.
21. Approve membership to the Association of State Floodplain Managers, Inc. for Staff Engineer Scott Young and pay all associated costs.
22. 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.

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IT DEPT.

010949 iPhone s/n DX3XB71EHG7F
010903 iPhone s/n F71WX3G4HG7F
010984 iPhone s/n DX3X8PGLHG7F
010900 iPhone s/n F71WX3SVHG7F
010982 iPhone s/n DX4X69Z1HG7F
010962 iPhone s/n DX3X8PK9HG7F
010951 iPhone s/n DX3X8QRRHG7F
010976 iPhone s/n DX3X8PQTHG7F
010985 iPhone s/n DX3X8PN4HG7F
010919 iPhone s/n F71WVZQGHG7F
011055 iPhone s/n F71Y5G42HG7F
010972 iPhone s/n DX3X8PJ6HG7F
010968 iPhone s/n DX4X68UNHG7F
010917 iPhone s/n F71WW0AWHG7F
010997 iPhone s/n DX3X9GK9HG7F
010907 iPhone s/n F71WVWM5HG7F

MAINTENANCE SHOP

002572 Compressed Air Dryer s/n WHIT35C1150406267
001275 Miller Millermaite 250 s/n LA001038

WATER MAINTENANCE

002112 Autocrane Part s/n 2703

23. Approve service agreement with Nearmap US, Inc. for aerial photography and pay all associated costs.
24. Authorize the city of Olive Branch to purchase Xylem Flygt sewage pumps with specific findings that Gulf States Engineering Company, Inc. is the "sole source" supplier and that valid justification exists to approve a purchase of specific equipment necessary to perform a specific job.

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>
Melvin Lee	6750 Curtiss Cove	1067.3515.0-00333.00

Tabled til this date in the meeting of October 4, 2022.

PLANNING COMMISSION / NEW BUSINESS:

1. Consideration of application for a Preliminary Plat for Cascades Town Center, Phase 1A, submitted by Greg Russell, Neel-Schaffer, Inc., on behalf of Chad Fischer, Focal Point Investments, LLC, property owner. The Preliminary Plat proposes to subdivide 27.81 +/- acres into 10 Lots, 19 Common Open Spaces, and right-of-way. The subject property is zoned PUD, Planned Unit Development and is located within the southeast quadrant of the I-78/HWY 305 interchange. (File# SD22-0048)

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2. 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>
West Brooke, LLC	6762 Meadowbrook Place	1077.3502.0-00020.00
Erik Rosenthal & Erikka Elizabeth Rosenthal	6177 Sandbourne W	1059.3207.0-00288.00
Alonzo R Barnett & Lee A Barnett	12041 Thompson Dr	1059.3003.0-00028.00

NEW BUSINESS:

1. Consideration of approval of two (2) additional holidays as proclaimed by Governor Tate Reeves with offices to be closed:

Friday, November 25, 2022 in further observance of the Thanksgiving holiday; and

Friday, December 23, 2022 in further observance of the Christmas holiday.

2. Consideration of recommendation from the City Engineer to refund Woods Desoto II \$321,320.00 for the completion of all improvements for Woods Trace Center, Phase II, and hold the remaining balance of \$63,280.00 in escrow for the Maintenance period.
3. Consideration of recommendation to approve General Services Agreement with Neel-Schaffer, Inc. to provide professional services on a Task order, hourly basis.
4. Consideration to recommendation to approve a General Services Agreement with Waggoner Engineering, Inc. to provide professional services on a Task order, hourly basis.
5. Consideration of organizational changes in the Airport Department.

EXECUTIVE SESSION:

1. Personnel matters in the Dispatch Department
 - a. Consideration of recommendation for potential new hire.
 - b. Consideration of recommendation for employee promotion and salary increase.
2. Personnel matters in the Police Department
 - a. Consideration of request for Administrative Leave.
 - b. Consideration of recommendation for potential new hires.
3. Personnel matter in the Administration Department
Discussion regarding employee performance.

CLAIMS DOCKETS:

1. Warrant report #110122UT, dated 10/26/2022, 46 invoices totaling \$4,259.02.

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2. Warrant report #11012022, dated 10/28/2022, 254 invoices totaling \$1,189,108.40.
3. Warrant report #110122AT, dated 11/01/2022, 3 invoices totaling \$580.94.
4. Warrant report #11022022, dated 11/01/2022, 123 invoices totaling \$300,895.99.
5. Warrant report #110122FX, dated 10/26/2022, 1 invoice totaling \$23.44.