

AGENDA
CITY OF OLIVE BRANCH
BOARD MEETING
6:00 P.M.
NOVEMBER 7, 2023

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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 17, 2023.

ANNOUNCEMENTS:

1. Mayor's Award - Planning Technician Heather James
2. Mayor's Recognition - World Prematurity Day
3. Mayor's Update

CONSENT AGENDA:

1. Travel/Training
2. Approve Recreational Sports Pay Rate Structure.
3. Authorize the City of Olive Branch to dispose of Planning Department commercial/residential building plans in accordance with the State of Mississippi Local Government Records Retention Schedule.
4. Authorize revision to the Fire Department's Standard Operating Guidelines.
5. Authorize the Mayor and City Clerk to make necessary fund transfers to reconcile due to-due from through October 31, 2023.
6. Authorize the City Clerk to make the following transfers from Water & Gas Fund to the General Fund for certain services through October 31, 2023.

General Fund	\$143,710.00
Gas Fund (45652)	\$75,463.00
Water Fund (40650)	\$68,247.00
7. 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

010322 Wyse Thin Client s/n 4S0JV72
010324 Wyse Thin Client s/n 8XLBV72
010320 Wyse Thin Client s/n FB5JW72
011435 iPhone s/n 352243616839601

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8. 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.

POLICE DEPARTMENT

003199 2007 Ford Crown Vic #291 vin# 2FAFP71W47X130706
004379 2007 Ford Crown Vic #265 vin# 2FAHP71W67X157799

PARKS & REC.

004099 #329 John Deere Z960A Ztrak Mower s/n TC960AG030128

9. Declare various damaged and/or expired items as surplus, authorize the donation of same to Desoto County Career & Technology Center in accordance with M.C.A. 21-19-49 (4), and authorize necessary amendment to the fixed asset inventory.
10. Authorize the City of Olive Branch to accept various donations for the annual Breast Cancer Walk organized by the Olive Branch Senior Center.
11. Authorize the City of Olive Branch to accept a donation of shirts from Mid-South Screen Printing designated for the Mayor's Youth Council.
12. Accept donation of utility easements - Ross Road/Church Road Water Main Extension project.
13. Authorize the City of Olive Branch to accept various donations in the amount of \$2,365.00, in memory of Allan Craig, designated for the Shop with a Cop event.
14. Approve submittal of the Walmart Community Grant Application.
15. Authorize City of Olive Branch to accept five percent (5%) local share through MDOT for AIP Grant, Project No. 3-28-0056-025-2023 for Olive Branch Airport related to construction for LED Lights and Signs Replacement for the runway and taxiways.
16. Authorize expenditures up to \$9,500.00 to purchase promotional products for various Police Department events during the 2023-2024 fiscal year, with the specific finding that said expenditures will advertise and promote the City of Olive Branch.
17. Authorize expenditures up to \$100.00 for a city flag to be presented to the family of Jim Davis, 2021 Hall of Fame Inductee, with the specific findings that said expenditures will advertise and promote the City of Olive Branch.
18. Authorize expenditures and establishment of a temporary petty cash fund not-to-exceed \$6,500.00 for the annual Shop with a Cop event, with the specific finding that said expenditures will advertise and promote the City of Olive Branch.

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19. Authorize expenditures up to \$750.00 for the 2023 Fall Citizens Police Academy, with the specific finding that said expenditure will advertise and promote the City of Olive Branch.
20. Authorize expenditures up to \$1,500.00 for the Senior Center Thanksgiving and Christmas luncheons with the specific finding that said expenditures will advertise and promote the City of Olive Branch.
21. Authorize expenditures not-to-exceed \$4,000.00 for the 2023 Fall DARE Drug Awareness Program, with the specific finding that said expenditures will advertise and promote the City of Olive Branch.
22. Authorize the City of Olive Branch to purchase one (1) 2020 Dodge Charger from the Missouri State Highway Patrol.
23. Accept Crows Truck Service as the lowest and best quote for one (1) pre-owned conventional day cab truck to be used by Public Works and pay all associated costs.
24. Approve procurement of desktop computers from CDWG in accordance with Mississippi Department of Information Technology Services' EPL 3760.
25. Accept CDWG as the lowest and best quote for Extreme Switches and licensing agreement and pay all associated costs.
26. Approve special counsel engagement letters - as-needed and bond counsel services.
27. Authorize the City of Olive Branch to enter into a licensing agreement with CDW Government for Adobe Creative Cloud, Adobe Stock, and Adobe Acrobat Pro and pay all associated costs.
28. Authorize the City of Olive Branch to enter into a professional service agreement with Thornberry Lawn's, LLC.
29. Authorize service agreement with Tri-State Window Cleaning for window cleaning at City Hall, Court, Police Department, Senior Building, Park Office, and Airport Tower and pay all associated costs.
30. Authorize the City of Olive Branch to renew the annual support and licensing agreement with iT1 for VMware Horizon and pay all associated costs.
31. Authorize the City of Olive Branch to enter into pest control agreements with Stroupe Pest Control Company, LLC for services at City buildings and pay all associated costs.
32. Authorize the City of Olive Branch to renew the software licensing agreement with Helm, Inc. for Ford IDS licensing and pay all associated costs.
33. Authorize the City of Olive Branch to enter into a software subscription agreement with Callyo 2009 Corp. for communications software and pay all associated costs.

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34. Authorize the City of Olive Branch to enter into a software as a service agreement with PowerDMS, Inc. and pay all associated costs.
35. Authorize City of Olive Branch to enter into preventative maintenance agreements with Treadway HVAC, Inc. for ice machines and heating and air conditioning units at all City buildings and pay all associated costs.
36. 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.
37. Authorize amendment to existing contract with Utility Associates, Inc. for software as a service related to body worn cameras and pay all associated costs.
38. Authorize amendment to existing contract with Utility Associates, Inc. for software as a service related to interrogation room surveillance equipment and pay all associated costs.
39. Approve service agreement with John Terry Rodgers and pay all associated costs.
40. Authorize the City of Olive Branch to enter into an agreement with Mid-State Opportunity, Inc. as relates to the 2024 Low-Income Home Energy Assistance Program (LIHEAP).
41. Approve addition to the 2023/2024 pool of Seasonal Employees for hire as determined by Parks and Recreation Director.
42. Authorize the City of Olive Branch to advertise and seek bids for Ross-Church Road Water Main Extension.
43. Accept Southern Corrosion, Inc. as the lowest and best quote for water storage tank repair and pay all associated costs.

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.

Name	Address	Parcel #
Jeremy Steven & Jamie S. Shepherd	10932 Oak Leaf Dr.	1067.3535.0-00235.00
Jalayah Godwin	9925 Maury Cove	1068.3406.1-00057.00
Keith S. Collins Company LLC	Lot# 63.03 Alexander Sub	1068.2704.0-00063.03
Terry K. Perkins	6338 Oak Run Dr. E	1067.3530.0-00125.00
Strafuss Series LLC	10087 Hyman Dr.	1067.3510.0-00119.00
Quintin D. Askew	6466 White Hawk Ln.	1059.3211.0-00452.00

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NEW BUSINESS:

1. Consideration of approval of Amendment No. 3 to Master Services Agreement with The Event Benefits (TEB) - Light Garden.
2. Consideration of recommendation from the City Engineer to refund Exter Property Group in the amount of \$20,240.50 due to completion of all improvements for 12138 Forest Park Drive (Forest Park, Phase 2), and release them of the Maintenance Agreement.
3. Consideration of recommendation from the City Engineer to refund Pleasant Hill Land & Development Company, Inc., Mr. Barry Bridgforth in the amount of \$25,000.00 due to completion of all improvements for Robinson Crossing Subdivision, Section C, Phase 3 - Area 3, and release them of the Maintenance Agreement.
4. Consideration of recommendation from the City Engineer for changes to the current Speed Bump Policy.
5. Discussion with Mayor Adams regarding details of Olive Branch now having the lowest municipal property tax in Desoto County and the highest assessed value.

EXECUTIVE SESSION:

1. Personnel matter in the Airport Department
Consideration of recommendation for potential new hire.
2. Personnel matter in the Ambulance Department
Consideration of recommendation for potential new hire.
3. Personnel matters in the Concession Department
Consideration of recommendation for potential new hires.
4. Personnel matter in the Dispatch Department
Consideration of recommendation for employee promotion and salary increase.
5. Personnel matters in the Gas Maintenance Department
Consideration of recommendation for potential new hires.
6. Personnel matters in the Police Department
Consideration of recommendation for employee promotions and salary increases.
7. Personnel matter in the Street Department
Consideration of recommendation for potential new hire.
8. Personnel matter in the Water Billing Department
Consideration of recommendation for employee disciplinary action.

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CLAIMS DOCKETS:

1. Warrant report #110723UT, dated 11/03/2023, 50 invoices totaling \$5,375.77.
2. Warrant report #11072023, dated 11/03/2023, 394 invoices totaling \$1,799,188.11.
3. Warrant report #110723FX, dated 11/17/2023, 1 invoice totaling \$79.91.
4. Warrant report #110723AT, dated 11/07/2023, 8 invoices totaling \$13,702.46.
5. Warrant report #11082023, dated 11/07/2023, 141 invoices totaling \$209,712.48.