

**AGENDA**  
**CITY OF OLIVE BRANCH**  
**BOARD MEETING**  
**6:30 P.M.**  
**AUGUST 1, 2023**

1

**TO ORDER:**

**PRAYER/PLEDGE OF ALLEGIANCE:**

**ROLL CALL (Establish Quorum):**

**APPROVAL OF MINUTES:**

1. Approve minutes of the Regular Meeting of July 18, 2023.

**PUBLIC COMMENTS:**

1. Mr. Dan Lehman, DeSoto Family Theatre will address the Board regarding program updates and the City's continued financial support.
2. Ms. Rebecca Treadway, Executive Director of The Arc Northwest Mississippi will address the Board regarding program updates and the City's continued financial support.

**ANNOUNCEMENTS:**

1. Mayor's Awards - Dispatcher Melissa Lumpkin
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 July 26, 2023.
3. Authorize the City Clerk to make the following transfers from Water & Gas Fund to the General Fund for certain services through July 25, 2023.

General Fund	\$273,304.00
Gas Fund (45652)	\$139,194.00
Water Fund (40650)	\$134,110.00

4. Authorize the City of Olive Branch to renew the annual service plan with WSN Live, LLC for streaming and website services and pay all associated costs.
5. Authorize annual maintenance agreement with Carlson Software for Civil Suite support and pay all associated costs.
6. Authorize expenditures up to \$10,000.00 for the City of Olive Branch Mayor's Youth Advisory Council program, with the finding that the expenditure will advertise and promote the City of Olive Branch.
7. Adopt Final Resolutions Granting Ad Valorem Tax Exemptions:
  - a. ATCO Rubber Products, Inc.
  - b. Wheeler Fleet Solutions, Co. - Personal Property

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2

8. Adopt revisions to Final Resolutions Granting Ad Valorem Tax Exemptions:
  - a. HD Supply Facilities Maintenance, LTD.
  - b. JAS Forwarding USA, Inc.
  - c. Wheeler Fleet Solutions Co. - Real Property
9. Approve contract with the Desoto County School District regarding School Resource Officers.
10. Approve Order adopting County tax rolls.
11. Accept Precision Striping LLC as the lowest and best quote for renovation and striping of the City Hall parking lot and pay all associated costs.
12. Authorize the City of Olive Branch to renew annual support agreement with Master Meter for Harmony software used by the Utility Billing Department and pay all associated costs.
13. Authorize City of Olive Branch to accept AIP Grant, Project No. 3-28-0056-025-2023 for Olive Branch Airport related to construction for LED Lights and Signs for the runway and taxiways.
14. Authorize City of Olive Branch to accept Bipartisan Infrastructure Law (BIL) Grant Award, No. 3-28-0056-026-2023 for Olive Branch Airport related to Design and Professional Services for Apron Rehabilitation and LED Lights and sign projects.
15. Authorize City of Olive Branch to accept Muti-Modal Airport Grant Award, Project No. MM-0056-0524 for Olive Branch Airport related to pavement rehabilitation for portion of the South Apron.
16. Approve settlement of claim pursuant to Miss. Code Ann. Section 25-1-47 - Broken Door Glass.
17. 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**

010267 Wyse Thin Client s/n 7L7VV72  
010278 Wyse Thin Client s/n 9MTJW72  
010281 Wyse Thin Client s/n C8RGW72  
010282 Wyse Thin Client s/n 4NWCV72  
010280 Wyse Thin Client s/n GNS7W72  
010277 Wyse Thin Client s/n 70FFV72  
010279 Wyse Thin Client s/n G3GBW72

**FIRE DEPT.**

010430 Apple iPad Pro s/n DLXR52YWGMW6

18. Declare as surplus with a Fair Market Value of less than \$1000.00 to be taken to Martin Bros for scrap in accordance with M.C.A. 17-25-25 and authorize necessary amendment to fixed asset inventory.

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3

**STREET DEPT.**

011257 String Trimmer s/n T95115056699

**MAINTENANCE DEPT.**

001273 Hypertherm Welder s/n HYPO83085

19. 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.

**STREET DEPT.**

002828 #483 Ford F450 s/n 1FDXW46PX5EC36704

20. Adopt policies and procedures required by Federal Uniform Guidance related to expenditures of Federal funds.
21. Approve Final Change Order #1 on contract with Williams Concrete Construction, LLC increasing the contract amount from \$59,850.00 to \$71,316.00; accept project as complete; and authorize Final Payment #1 in the amount of \$71,316.00 including retainage for the project referred to as Old Towne Sidewalk, Phase 1 Project.
22. Approve additions to the 2023/2024 pool of Seasonal Employees for hire as determined by Parks and Recreation Director.
23. Authorize the City to seek bids for fiscal year 2023 - 2024 Public Works Supplies.

**OLD BUSINESS:**

1. Consideration of recommendation to approve a Professional Engineering Services Agreement with Kimley Horn relative to Camp Creek Boulevard at Craft-Goodman Road Traffic Signal Modifications, in an amount not-to-exceed \$14,700.00. *Tabled til this date in meeting of July 5, 2023.*
2. Consideration of bids opened June 2, 2023 for the Runway and Taxiway Lights and Signs Replacement Project.

**NEW BUSINESS:**

1. Consideration of proposals received for health, dental, life, and vision insurance coverage for fiscal year 2023/2024.
2. Consideration of recommendation to initiate funding opportunities with the Corp of Engineers thru Section 219 of the 1992 Water Resources Development Act.
3. Consideration of recommendation for changes to the 5 Year Road Maintenance Plan.
4. Consideration of recommendation to direct and authorize the Mayor to execute and return to the Department of Finance and Administration (DFA) the Memorandum of Understanding (MOU) relative to (HB603) Improvement and Expansion of Aircraft Hangars.

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4

5. Consideration of recommendation to authorize an estimated expense of \$150.00 for cremation urn for K-9 Zak.

**EXECUTIVE SESSION:**

1. Personnel matters in the Park Department
  - a. *Consideration of recommendation for potential new hires.*
  - b. *Consideration of recommendation for employee promotion and salary increase.*
2. Personnel matters in the Concession Department  
*Consideration of potential new hires.*
3. Pending/Potential Litigation - OLV
4. Discussion with City Attorney - Miss. Code Ann. Section 25-41-7(4) (j).

**CLAIMS DOCKETS:**

1. Warrant report #08012023, dated 07/28/2023, 175 invoices totaling \$1,911,940.83.
2. Warrant report #080123UT, dated 07/28/2023, 53 invoices totaling \$4,942.32.
3. Warrant report #080123AT, dated 08/01/2023, 5 invoices totaling \$7,058.64.
4. Warrant report #08022023, dated 08/01/2023, 150 invoices totaling \$2,211,194.23.