

AGENDA
CITY OF OLIVE BRANCH
BOARD MEETING
6:30 P.M.
SEPTEMBER 19, 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 September 5, 2023.

ANNOUNCEMENTS:

1. Mayor's Update

CONSENT AGENDA:

1. Travel/Training
2. Authorize increase for Business License petty cash drawer from \$100.00 to \$200.00 due to relocation to new Fire Administration Building.
3. Authorize the Mayor and City Clerk to make transfers from the Water Sewer Fund to the Water Sewer Bond Debt Fund for debt service payments due October 1, 2023.

Water Sewer Fund to Water Sewer Bond Debt Fund - \$105,583.75

4. Retire Marco from the Police Department in accordance with M.C.A. 17-25-25 and authorize necessary amendment to the fixed asset inventory.

POLICE DEPT
005865

5. 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.

GAS DEPT

003274 2007 Ford F150 VIN #1FTRX12W97FB06531

6. Authorize the use of eight (8) City-owned garbage cans by Pleasant Hill Elementary School for a Can Recycling Program, educational and collection, from 10/02/2023 to 05/16/2024 with the specific findings that it will advertise and promote the City of Olive Branch.
7. Approve submittal of the Fiscal Year 2024 Airport Improvement Program Grant Pre-application.
8. Approve request to pre-approve tuition reimbursement for Brad Waldrip.

AGENDA
CITY OF OLIVE BRANCH
BOARD MEETING
6:30 P.M.
SEPTEMBER 19, 2023

2

9. Authorize expenditures not to exceed \$1,400.00 for candy to be distributed at various fall festivals and Christmas events, with the specific finding that said expenditure will advertise and promote the City of Olive Branch.
10. Approve annual expenditure of \$700.00 to CivicPlus, LLC for online Hosting and Municode Archival OrdBank 10/01/2023 through 09/30/2024.
11. Approve annual expenditure of \$350.00 to CivicPlus, LLC for Municode Administrative Support Fee 09/01/2023 to 08/31/2024.
12. Authorize purchase not to exceed \$5,000.00 for promotional items including but not limited to challenge coins and City logo lapel pins with the specific finding that said expenditures will advertise and promote the City of Olive Branch.
13. 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.
14. 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.
15. Authorize the City of Olive Branch to purchase liability, automotive, property, and workers' compensation insurance coverage for the Olive Branch Airport per quotes received from HUB International.
16. Accept CY Construction, LLC. as the lowest and best quote for water leak repairs and pay all associated costs.
17. Authorize City Attorney to order appraisals - Fox Run Drainage Project.
18. Approve Fee-in-Lieu of tax agreement with Wal-Mart Fulfillment Services, LLC.
19. Approve settlement of claim pursuant to Miss. Code Ann. Section 25-1-47 - Beechcraft Bonanza N85EC.
20. Approve Memorandum of Understanding between the City of Olive Branch Police Department and the Desoto County School District.
21. Authorize the City of Olive Branch to enter into a rental agreement with Arrow Portable Services, Inc. and pay all associated costs.
22. Authorize the City of Olive Branch to enter into a service agreement with Premier Landscapes for landscape maintenance and lawn care at Blocker Cemetery and pay all associated costs.

AGENDA
CITY OF OLIVE BRANCH
BOARD MEETING
6:30 P.M.
SEPTEMBER 19, 2023

3

23. Authorize execution of Contract Amendment No. 1 for Work Order No. 9 with Garver, LLC to remove construction services tasks, making revised Work Order No. 9 for design related services in the amount of \$74,700.
24. Approve amendment of budget for fiscal year beginning 10/01/2022 and ending 09/30/2023.
25. Approve addition to the 2022/2023 and 2023/2024 pools of Seasonal Employees for hire as determined by Parks and Recreation Director.

PLANNING COMMISSION / OLD BUSINESS:

1. Public Hearing for application to amend the Project Text and associated Development Plan for Mitchell's Corner Planned Development, Area 1, to permit gas pumps as accessory use to allowed convenience store, submitted by Houston Engineering, on behalf of 305 College Inc., Property Owner. The 4.42 +/- acre subject property, which is zoned C-4, Planned Commercial District, is located at the southwest corner of the intersection of College Road and HWY 305. *(File# ZP22-0026) Public Hearing set for this date in meeting of Augst 15, 2023.*
2. Public Hearing date for consideration of application to amend the Project Text and Development Plan for Robinson Crossing Planned Unit Development (PUD), submitted by Joe Frank Lauderdale, on behalf of Project Developer Barry Bridgforth, Pleasant Hill Land & Development Co. The purpose is to make minor amendments to the Project Text to reflect conditions in the subdivision as already built and proposed through its completion, including corrections to setbacks and updates to the designs of streets and sidewalks/walkways. The 231.6 +/-acre property is zoned Planned Unit Development (PUD) and is located at the southeast corner of Malone Road and Church Road. *(File# ZP23-0003) Public Hearing set for this date in meeting of September 5, 2023.*

PLANNING COMMISSION / NEW BUSINESS:

1. Planning Commission Consent Items:
 - a. Set 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, Bridgforth RR 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 date set for October 17, 2023.*
 - b. Approve application for the 1st Revision of Garner Commercial Subdivision, Lots 1 & 3, submitted by Bob Farley, on behalf of Property Owner CADA LLC. The request is to revise the lot line between Lot 1 and Lot 3. The 10.28 +/-acre subject property is zoned M-1, and is located at the end of Stateline Road E, east of Yahweh

AGENDA
CITY OF OLIVE BRANCH
BOARD MEETING
6:30 P.M.
SEPTEMBER 19, 2023

4

Drive and on the south side of HWY 178, known as 6860 Stateline Road E. (File# SD23-0034)

- c. Approve application to vacate a portion, 0.28 +/-acres, of Lot 8 of Wisewoods Subdivision, Section B, submitted by Robbie Jones, Jones-Davis & Assoc Inc, on behalf of Property Owner Bonnie Wiseman. The subject property is zoned R-2, Single-Family Residential District, and is located at the end of Wiseman Drive, on the south side of the road. (File# SD23-0036)
2. Consideration of application for a Preliminary Plat for Scope Subdivision, submitted by Chad Fischer, Focal Point Investments, Property Owner. The request is to subdivide 15.89 +/-acres into 3 lots. The subject property is zoned M-1, Light Industrial District and is located on the northwest side of Old Craft Road and the southwest side of HWY 178, known as 8690 and 8700 Old Craft Road. (File# SD23-0038)
3. Consideration of application for a Final Plat for Acree Commercial Development Subdivision, Phase 2, submitted by Harvey Matheny, the Pickering Firm, on behalf of David & Sons Properties, LLC, Property Owner. The request is to create 3 commercial lots and 1 COS from 4.93 +/-acres. The subject property is zoned C-4, Planned Commercial District, and is located at the southwest corner of HWY 302 and Craft Road. (File# SD23-0035)
4. Consideration of application to amend the Preliminary Plat for The Villages at Southbranch Subdivision, Phase 1, submitted by Henry Porter, W. H. Porter Consultants, PLLC, on behalf of Michaele Terhune, Southbranch Development LLC, Property Owner. The request is to add a common open space (COS E504) and surrounding road sections from initially planned Phase 5 to Phase 1. The subject property is zoned R-3, Planned Residential District, and is located on the east side of Pleasant Hill Road N, between Stonecrest Drive and Braham Drive. (File# SD22-0018)
5. Consideration of application for a Final Plat for The Villages at Southbranch Subdivision, Phase 1A, submitted by Henry Porter, W. H. Porter Consultants, PLLC, on behalf of Michaele Terhune, Southbranch Development LLC, Property Owner. The request is to create 47 residential lots and 5 COS from 33.74 +/-acres. The subject property is zoned R-3, Planned Residential District, and is located on the east side of Pleasant Hill Road N, between Stonecrest Drive and Braham Drive. (File# SD23-0037)
6. 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>
Betsy Milward Smith	9236 Railroad	1068-2700.3-00013.00
Melissa George	10266 Stephenson	1067-3503.0-00028.00

AGENDA
CITY OF OLIVE BRANCH
BOARD MEETING
6:30 P.M.
SEPTEMBER 19, 2023

5

OLD BUSINESS:

1. Consideration of bids opened August 28, 2023 for Natural Gas Supplies. *Tabled til this date in meeting of September 5, 2023.*
2. Consideration of bids opened August 28, 2023 for Street Supplies. *Tabled til this date in meeting of September 5, 2023.*
3. Consideration of bids opened August 28, 2023 for Water and Wastewater Supplies. *Tabled til this date in meeting of September 5, 2023.*

EXECUTIVE SESSION:

1. *Personnel matter in the Airport Department
Consideration of potential new hire.*
2. *Personnel matter in the Concession Department
Consideration of potential new hire.*
3. *Personnel matters in the Park Department*
 - a. *Consideration of recommendation for employee promotions and salary increases.*
 - b. *Consideration of potential new hire.*

CLAIMS DOCKETS:

1. Warrant report #091923NC, dated 09/15/2023, 2 invoices totaling \$204,157.40.
2. Warrant report #091923FX, dated 09/15/2023, 1 invoice totaling \$138.57.
3. Warrant report #091923UT, dated 09/15/2023, 89 invoices totaling \$9,345.26.
4. Warrant report #09192023, dated 09/15/2023, 210 invoices totaling \$2,059,404.15.