

MINUTES OF THE REGULAR BOARD MEETING OF THE
MAYOR AND BOARD OF ALDERMEN OF THE CITY OF BRANDON, MISSISSIPPI
OF OCTOBER 7, 2024 AT 6:00 P.M.
MAYOR BUTCH LEE, MAYOR PRESIDING

1. CALL TO ORDER – Mayor Lee and Aldermen Farris, Vinson, Middleton, Coker, Womack, Williams, and Craine were present.
2. INVOCATION AND PLEDGE OF ALLEGIANCE – Alderman Williams gave the invocation and Alderman Coker led the Pledge of Allegiance.
3. PUBLIC COMMENTS AND RECOGNITIONS
 1. Mayor Lee advised that the City will be coordinating delivery of goods for hurricane disaster victims.
 2. Mayor Lee discussed the following topics – (i) Cornerstone 11 water line boring issue; (ii) water system fluorination, (iii) Brandon Historical Cemetery, (iv) Tamberline Street.
 3. Mayor Lee presented a Proclamation for Rock Star Missionary Baptist Church
4. OLD BUSINESS
 1. Approve the Work Session and Regular Board Meeting Minutes of September 23, 2024.

Alderman Womack made the motion to approve agenda item 4.1, seconded by Alderman Craine and upon unanimous vote the motion carried.

5. BUTCH LEE, MAYOR

1. Accept amended water utility easement from Trustmark National Bank for work related to the improvements regarding the road to the newly acquired Entergy property. The original easement was adopted on July 15, 2024.
2. Approve a professional services agreement with SST HR Consulting to provide employment locate services to fill the position of an accounts payable specialist for the City, upon the same terms and conditions as previously retained for other employment searches, and authorize the Mayor and City Clerk to execute the same.
3. Approve correction of scrivener's errors to correct salary revisions for individuals who were inadvertently omitted as per the attached spreadsheet; and authorize the finance director to make the necessary budget revisions.
4. Approve a professional services agreement with Murphy's Lawn & Landscape, Inc. to renovate and clean City Hall's planting beds in the front parking lot and to authorize the Mayor to execute the same.

Alderman Farris made the motion to approve agenda items 5.1-5.4, in accordance with the memos from the Mayor's office which are appended hereto, seconded by Alderman Womack and upon unanimous vote the motion carried.

6. MARY ANN HESS, CITY CLERK

1. Approve professional services agreements for the purposes of promoting tourism, parks and recreation in accordance with HB1521 (2023 MS Legislative Session) and other lawful and related purposes; authorize the Mayor to execute the same; and approve payment of all show related expenditures:
 - Kidz Bop Kids - LN Sell-off Agreement Brandon Amphitheater
09.16.2024
 - Bryan Martin Artist Agreement - City Hall Live 2024
2. Reject the bids received for the Tennis Rehabilitation Project and authorize re-advertising for the same.
3. Authorize payment to Logics Software annual maintenance and support subscription service in the amount of \$10,638.00.
4. Approval of a Standard Plan quote from ArchiveSocial for an annual subscription service in the amount of \$6,391.00.
5. Approve a Professional Service Agreement with David Jefcoat Pest Control, Inc. for the City Shop. Service to include quarterly service to the inside, outside and perimeter of the building at the rate of \$75 per quarter or \$300 per year.
6. Approve the 2024 Sixteenth Section Lease Payment 16-5-3 I8J-52 in the amount of \$5,161.42.
7. Surplus approximately 209 broken concert chairs and authorize the sale of the same on govdeals, first finding that the same are no longer of use to the city, with all proceeds going back to the 2% fund.
8. Accept the Municipal Compliance Questionnaire for fiscal year 2024 and authorize the Mayor and Clerk to sign the same.
9. Authorize a flu shot clinic for City personnel on October 28, 2024 at City Hall, first finding that this benefit is critical to ensuring adequate staffing during cold and flu season which is a direct benefit to the citizenry and an overall savings to the City from the standpoint of the lost time from work.
10. Authorize the City Clerk Mary Arin Hess, Deputy Clerk Rebecca Pevey, and Deputy Clerk Candance Hunley to attend election training at the Winter MMCCA Conference at the Sheraton Refuge Center in Flowood; MS on December 11-13, 2024.
11. Approve:
 - a. Claims docket for Fiscal Year End 2024 - September 30, 2024.
 - b. Claims docket for Fiscal Year End 2024 - October 4, 2024 Post Close.
 - c. Claims docket for Fiscal Year 2025 - October 7, 2024.

Alderman Womack made the motion to approve agenda items 6.1-6.11(a)-(c), in accordance with the memos of the City Clerk's office which are appended hereto, seconded by Alderman Coker and upon unanimous vote the motion carried.

7. CARLY DEARMAN, PUBLIC WORKS DEPARTMENT

1. Approve the following invoices from Hemphill Construction Company for emergency repairs in the months of July, August & September 2024 at the FY24 General Construction Service commodity bid pricing and authorize payment of the same.
 1. 61 Sunline Drive - ER Sewer Repair due to utility bore - \$12,458.30
 2. 61 Terrapin Cove - ER Sewer Repair - \$8,978.60
 3. 76 Pine Cove - ER Sewer Repair due to utility bore - \$7,197.00
 4. 101 Deborah Drive - ER Sewer Repair - \$5,898.00
 5. near 201 North Street - ER Water Leak Repair - \$6,567.00
 6. 308 Brenmar Drive - ER Sewer Repair - \$6,264.50
 7. near 526 & 532 East Jasper Street - ER Water Leak Repair - \$6,865.50
 8. 606 West Sunset Drive - ER Sewer Repair - \$20,770.65
 9. 1075 Centrepointe Drive - ER Sewer Repair - \$12,238.50
 10. 439 Greenfield Ridge Circle - ER Sewer Repair - \$6,256.50
 11. Greystone Court near Woodstone Road - ER Water Leak Repair - \$5,898.00
 12. Harrell Street - ER Sewer Repair - \$13,996.20
 13. Louis Wilson Drive near Kennedy Farm Parkway - ER Sewer Issue - \$5,945.50
2. Approve the following invoices from Hemphill Construction Company for the Hunters Woods Sewer Repair Project - Group 2 of 6 - sewer point repairs, authorize payment of the same, and amend the budget accordingly. (The Board approved permission to proceed with these sewer point repairs on 5/20/2024.)
 1. near 11 Terrapin Hill Road South - H24023-54624 - \$25,745.90 - utility bore damage
 2. near 15 Terrapin Hill Road South - H24023-54623 - \$6,567.00
3. Approve Pay Request 3 in the amount of \$17,202.39 from Simmons Erosion Control Company, Inc. for the 2024 Eastgate Sidewalk Project and authorize payment of the same.
4. Approve Pay Request 8 in the amount of \$187,083.58 from Hemphill Construction Company for the Highway 80 Signal Improvements Project Stonegate Drive and Woodgate Drive and authorize payment of the same.
5. Approve the following from Simmons Erosion Control Company, Inc. for the Mary Ann Drive Sidewalk Improvements Project.
 1. Approve Pay Request 3 FINAL in the amount of \$7,266.97 and authorize payment of the same. Pay Request 3 includes the Final Summary Change Order for the project.
 2. Approve the Final Summary Change Order at a decrease in the project cost of \$4,856.88 and authorize the Mayor to execute the same.

Alderman Coker made the motion to approve agenda items 7.1 – 7.5 in accordance with the memos from the Public Works Department which are appended hereto, seconded by Alderman Womack and upon unanimous vote the motion carried.

6. Approve the following regarding the Morrow Orr Drainage Improvements Project.
 1. Rescind item #7.5 from the September 23, 2024, Board meeting due to bond requirements required on projects over \$25,000.00;
 2. Reject all bids received on September 13, 2024, due to bond requirements as required on projects over \$25,000.00; and
 3. Authorize to re-advertise for quotes for the Morrow Orr Drainage Improvements Project.

7. Accept the Letter of Resignation from Wesley Riels, Water Laborer II, in the Public Works Department effective October 15, 2024.
8. Approve utility adjustment approvals and denials pursuant to the memo, first finding that the adjustments were the result of unforeseen circumstances of which the customer did not receive the benefit of the service thereby warranting a reduction or compromise.
9. Accept the bid in the amount of \$336,945.00 to Hemphill Construction Company, Inc. as the best and lowest bid received for the Dining Poindexter New Parking Lot Project.
10. Approve the Memorandum of Understanding between the City of Brandon Board of Aldermen and Mayor Butch Lee in regard to MDEQ Agreement No. 546-2-CW-5.5 and authorize execution of the same. MDEQ Agreement No. 546-2-CW-5.5 is funding for the Lance Martin Easthaven Rehabilitation Project.
11. Approve the Memorandum of Understanding between the City of Brandon Board of Aldermen and Mayor Butch Lee in regard to MDEQ Agreement No. 58-2-CW-5.5 and authorize execution of the same. MDEQ Agreement No. 58-2-CW-5.5 is funding for the Highway 18 Highway 468 Sewer Force Main Replacement Project.
12. Approve the revised agreement with Langford Water Association for sewer collections to supersede and replace the existing two agreements and authorize the Mayor to execute the same.
13. Approve and award the FY25 commodity bids and alternates in accordance with MCA Section 31-7-13(f) and (n) and as presented for Polypropylene Resin Storm Pipe, Sewer Pipe, C900 Pipe, Concrete Storm Drain Pipe, Road Striping, Chlorine, Sodium Fluoride, Hydrated Lime, Yard Restoration & Sod Installation pursuant to the memo.

Alderman Williams made the motion to approve agenda items 7.6-7.13, in accordance with the memos of the Public Works Department which are appended hereto, seconded by Alderman Craine and upon unanimous vote the motion carried.

8. SAM HAWKINS, COMMUNITY DEVELOPMENT

1. Approve travel to Natchez, MS for Randy Barnes and Jesse Green to attend the Building Officials Association of Mississippi winter conference from December 4 - 6, 2024.

Alderman Williams made the motion to approve agenda item 8.1, in accordance with the memo from the Community Development Department, which are appended hereto, seconded by Alderman Coker and upon unanimous vote the motion carried.

2. Approve a Development Review Application for Gilreath Construction to be built on Tanglewood Dr. (parcel# 198-12)

Alderman Vinson made the motion to approve agenda item 8.2, subject to the compliance with all conditions and development standards as set forth in the Community Development Department Staff Report #24-035, which is appended hereto, seconded by Alderman Coker and upon unanimous vote the motion carried.

9. JOSEPH FRENCH, POLICE CHIEF

1. Accept the resignation of Joseph Branch as a Patrolman for the City of Brandon effective

September 23, 2024.

2. Authorize Chief Joseph French to travel to Oxford, MS to participate in the 2024 Mid-Year Chief Conference December 9-13, 2024.
3. Hire Tami Hutson as a Police Officer for the City of Brandon Police Department effective October 14, 2024 and set her rate of pay in accordance with the memo.

Alderman Womack made the motion to approve agenda items 9.1-9.3 in accordance with the memos from the Police Department, which are appended hereto, seconded by Alderman Craine and upon unanimous vote the motion carried.

10. BRIAN ROBERTS, FIRE CHIEF

Monthly Report:

- 1 Outdoor Weather Siren (Greenbrook Dr. – due to electrical line cut).
 - Pafford Priority 1 Calls – 168. Average Response Time – 09:28
 - BFD total calls September – 247
 - BFD Average Response Time: 5.60
 - Fire Calls – 9, EMS Calls – 168, Wrecks – 6, Other – 64.
 - Training Hours – 640
 - Number of Building Inspections – 26
 - Public Education Hours - 6
1. Authorize the purchase of a service truck body 7ft. with flip tops service truck body topper and bed slide from RPT in the amount of \$20,204.00 as the lowest and best quote received, using 24HS128 Homeland Security Grant funds.
 2. Authorize application for an FY 25 Emergency Medical Services Operating Fund (EMSOF) grant in the amount of \$15,330.00 and authorize the Mayor and Finance Director to execute all related documents.
 3. Declare as an emergency in accord with MCA 31-7-13(k) the repair to the outdoor warning sirens and approve payment of invoice# 7132-24-362 from Joe Goddard Enterprises, LLC in the amount of \$6,518.00.

Alderman Craine made the motion to approve agenda items 10.1-10.3 in accordance with the memos from the Fire Department, which are appended hereto, seconded by Alderman Middleton and upon unanimous vote the motion carried.

11. EXECUTIVE SESSION

Alderman Coker made the motion to consider the need to enter into Executive Session, seconded by Alderman Williams and upon unanimous vote the motion carried.

Alderman Coker then made the motion to enter into Executive Session to discuss administration personnel matters and potential litigation involving recent damage to the City's sewer line in

Greenfield Station subdivision, seconded by Alderman Farris and upon unanimous vote the motion carried.

Alderman Womack made the motion to resume the Regular Board Meeting out of Executive Session, seconded by Alderman Craine and upon unanimous vote the motion carried.

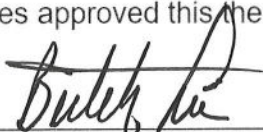
(That there were no votes taken in Executive Session was announced upon resuming the Regular Board Meeting out of Executive Session).

12. ADJOURN

Alderman Coker made the motion to adjourn the Regular Board Meeting, seconded by Alderman Womack and upon unanimous vote the motion carried.

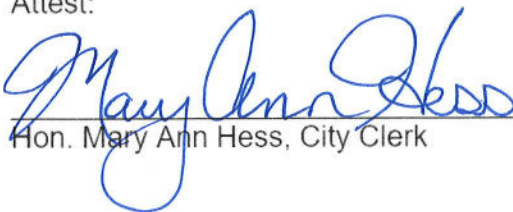
(Next Regular Board Meeting: October 21, 2024)

Minutes approved this the 21st day of October 2024.



Hon. Butch Lee, Mayor

Attest:



Hon. Mary Ann Hess, City Clerk

