

MINUTES OF CITY OF  
BRANDON BOARD OF ALDERMEN &  
MAYOR REGULAR BOARD MEETING  
BUTCH LEE, MAYOR PRESIDING  
OCTOBER 16, 2023

1. CALL TO ORDER - Mayor Lee and Aldermen Farris, Middleton, Womack, Coker, Williams, Vinson and Craine were present.
2. INVOCATION AND PLEDGE OF ALLEGIANCE - Emily Hill gave the invocation and Trinity Stamps led the Pledge of Allegiance.
3. PUBLIC COMMENTS AND RECOGNITIONS –
  - Robert Graham - Provided positive comments about the City and responded to negative social media comments.
  - Valerie Lacey - Thanked the City and appreciate the changes in the City. She provided positive comments about the City and the Fire and Police Departments.
  - Dale Jones - Luckney Road. Provided positive comments about police presence on Luckney Road.
  - Mayor Lee – Announced the reveal of the Brandon Heights Project tomorrow and provided an update on the East Metro Corridor.
4. OLD BUSINESS
  1. Approve the Work Session and Regular Board Meeting Minutes of October 2, 2023.

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. Adopt a resolution supporting the Brandon Heights Project being undertaken by The Thrash Group, LLC, being comprised of, among other things, a new full-service boutique hotel project with numerous guest amenities, and acknowledging that sales taxes collected from such new hotel project will be diverted to the MS Tourism Project Incentive Program Sales Tax Rebate Fund for a period of up to fifteen (15) years, or until the aggregate amount of thirty (30%) of the hotel project costs incurred by said developer and approved by the MS Development Authority for such project have been paid, whichever shall occur first, pursuant to MCA Section 57-26-1 *et. seq.* (1972, as amended), and for related purposes.

Alderman Vinson made the motion to approve agenda item 5.1, in accordance with the memo from the Mayor's office which is appended hereto, seconded by Alderman Farris and upon unanimous vote the motion carried.

2. Approve a Memorandum of Understanding between the City of Brandon and Rankin County, utilizing proceeds appropriated by the Mississippi Legislature in House Bill 1353 during the 2022 Legislative Session and authorize the Mayor to execute the same.

3. Accept the quote from Central Metal Buildings in the amount of \$19,813.38 for items needed for City of Brandon staff to utilize in the restoration process of the reclaimed building known as the Donut Shop, now relocated to the Quarry Parks to be used as a shop, as the lowest and best quote received and authorized purchase of items listed and amend the budget accordingly.
4. Approve the CMPDD District Assessment for the Fiscal Year 2024 in the amount of \$9,410.00 and authorize payment for the same.
5. Authorize Mayor to travel to Jackson, MS to attend the 2024 MML Mid-Winter Meetings on January 9-11, 2024, and authorize payment of conference fee.
6. Appoint Lynn Bullock to the Planning Commission.
7. Authorize permission to approve the purchase of catering services not to exceed \$2,000.00 for the annual meeting of the City of Brandon Homeowners Associations to be held on Tuesday, November 14, 2023, first incorporating the findings in the memo regarding the same.

Alderman Coker made the motion to approve agenda items 5.1-5.7, in accordance with the memos from the Mayor's office which are appended hereto, seconded by Alderman Vinson and upon unanimous vote the motion carried.

#### 6. ANGELA BEAN, CITY CLERK

1. Authorize payment to iWorQ in the amount of \$9,189.00 for the 2024 renewal of the permit management and citizen request software.
2. Adopt a resolution authorizing the submission of an application for the Mississippi Outdoor Stewardship Trust grant and authorize the Mayor to execute all related documents.
3. Adopt a revised Employee Handbook and an amended employee paid time off policy schedule.
4. Approve revised policy regarding the accrual of compensatory and holiday time to institute policy of employees being paid as and when such time is earned and authorize one-time payment of previously accrued time in accordance with the memo.
5. Reject all bids for the City Park Pour in Place Safety Surface project and authorize re-advertisement with revised specifications.
6. Approve:
  - a. Docket of Claims for October 13 and 16, 2023.
  - b. Fox Everett claims released on October 5, 2023.

Alderman Womack made the motion to approve agenda items 6.1-6.6 (a)&(b), in accordance with the memos of the City Clerk's office which are appended hereto, seconded by Alderman Craine and upon unanimous vote the motion carried.



7. CARLEY KEYES, EVENT SERVICES

1. Accept lowest and best quote in the amount of \$6,306.00 for catering by Catered Occasions for the City's Veterans' Day Breakfast on November 9, 2023.

Alderman Womack made the motion to approve agenda item 7.1 in accordance with the memo of the Event Services Department, which is appended hereto, seconded by Alderman Craine and upon unanimous vote the motion carried.

8. PAUL BRANNON, PUBLIC WORKS DEPARTMENT

1. Approve invoice #H23083-01 (final) in the amount of \$163,926.94 from Hemphill Construction Company for the July 2023 repairs at the approved commodity bid pricing, authorize payment of the same and amend the budget accordingly.
2. Authorize permission to develop plans and advertise a bid notice for the Eastwood Drive Waterline Relocation and Road Widening Project.
3. Authorize permission to publish a notice requesting bids for the Marquette Road Multi-Use Path.
4. Approve Specialty Tree Service, LLC invoice for professional services, in the amount of \$45,000.00 for the emergency cleanup of storm debris related to storm damage on June 16, 2023.
5. Approve invoice #H23100-01 (final) in the amount of \$104,906.67 from Hemphill Construction Company for August 2023 repairs at the approved commodity bid pricing, authorize payment of the same and amend the budget accordingly.
6. Declare as an emergency and authorize the repairs to the grinder pump at 755 Shiloh Road and the soft start and control board at Richland Creek Lift Station, approve Harvey Services Inc. invoices in the amount of \$16,269.06 and authorize payment of the same.

Alderman Craine made the motion to approve agenda items 8.1-8.6 in accordance with the memos of the Public Works Department, which are appended hereto, seconded by Alderman Williams and upon unanimous vote the motion carried.

7. Declare as an emergency and authorize the storm drain-pipe replacement at 72 Glenway Drive due to several sinkholes, deteriorated pipe which has created an immediate hazard to the general public.
8. Approve pay request #8 in the amount of \$260,728.49 from Thornton Construction Company for the Grants Ferry Parkway Sewer Line Extension Project and authorize payment of the same and approve change order #1 in the amount of \$5,430.16 increasing the total contract to \$3,370,646.31, first finding that the change to the original contract is necessary and would better serve the purposes of the City, and that such change is being made in a commercially reasonable manner and is not being made to circumvent the public purchasing statutes.

9. Approve the final pay estimate and final payment from MDOT to the LPA in the amount of \$33,010.26 for the Highway 80, Eastgate and Municipal Drive Signal Project.
10. Approve the final pay estimate and final payment from MDOT to the LPA in the amount of \$54,209.18 for the Highway 18 at Louis Wilson Signal Improvements Project.
11. Accept the commodity bids received on October 10, 2023 and award to the best and lowest in accordance with the memo.
12. Reject commodity bids for general construction services, CCTV and Combo Jet/Vac truck and yard restoration services and authorize republication of notice requesting bids for the same.

Alderman Farris made the motion to approve agenda items 8.7-8.12 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.

#### 9. SAM HAWKINS, COMMUNITY DEVELOPMENT

1. Set public hearing for November 6, 2023, during the regular board meeting, regarding conditional use request to build/operate a Mausoleum at Crestview Memorial Cemetery at 1106 Star Rd (Parcel I7- 54-10).
2. Set public hearing for November 6, 2023, during the regular board meeting, regarding Conditional Use request to install above ground utilities excluding water and sewer at Morris Dr property currently owned by Bank of Yazoo (Parcel # H8-1-40).
3. Authorize permission for Jesse Green and Randy Barnes to travel to Natchez, MS to attend the Building Officials Association of Mississippi winter conference on November 29,30 and December 1, 2023.
4. Set the following public hearing for November 6th, 2023 during the regular board meeting: Public hearing regarding making a determination of a public nuisance at 601 West Jasper Street (Parcel I8E-8-10) Rosewood Estates.

Alderman Womack made the motion to approve agent items 9.1-9.4, in accordance with the memos from the Community Development Department, which are appended hereto, seconded by Alderman and upon unanimous vote the motion carried.

#### 10. WAYNE DEARMAN, POLICE CHIEF

1. Authorize permission to hire Gavin Hill as a Law Enforcement Trainee pending successful completion of all preemployment requirements and set rate of pay in accordance with the memo.
2. Accept the resignation of Officer Deon Allen from his position as a Patrolman for the City of Brandon effective October 15, 2023.
3. Amend item 10.2 from Regular Board Meeting October 2, 2023, to accurately reflect the hiring of Joseph Latham as a Certified Law Enforcement Trainee in accordance with MS Code Section 45-6-3(e)(ii) with full authority to exercise the duties of a police



officer without being under the direct control and supervision of a law enforcement officer, as Officer Latham has received certification as a part-time law enforcement officer in accordance with the requirements of the Board on Law Enforcement Officer Standards and Training and consistent with MS AG Opinion 2008-00167, subject to Officer Latham obtaining full-time certification within the time requirements of MCA Section 45-6-3 (1972 as amended).

4. Authorize police department personnel to apply for the Homeland Security Grant and authorize the Mayor to execute all related documents.

Alderman Coker made the motion to approve agenda items 10.1-10.4 in accordance with the memos of the Police Department, which are appended hereto, seconded by Alderman Craine and upon unanimous vote the motion carried.

#### 11. BRIAN ROBERTS, FIRE CHIEF

1. Approve to accept the FY 2023 Homeland Security grant in the amount of \$22,500.00 to purchase trench rescue equipment and accept the FY 2023 Homeland Security grant in the amount of \$4,500 for the CERT team and authorize the Mayor, City Clerk and Fire Department Administrative Assistant to execute any related documents.
2. Authorize permission to hire Jimmie Lee Wilson as probationary firefighter and set a rate of pay per memo.
3. Accept resignation of Probationary Firefighter Jacob Hust.
4. Authorize permission to purchase ten (10) sets of turn-out gear from Siddons-Martin Equipment Sales, a state contract vendor, in the amount of \$32,750.00 and authorize payment of the same.
5. Authorize permission to transfer a 2012 Dodge Ram 1500 to Community Development.
6. Declare as an emergency and authorize the repairs to the 1999 Pierce Quantum in the amount of \$8,061.24 from Emergency Equipment Professionals and authorize payment of the same under MCA Section 31-7-13(k) and in accordance with MCA Section 31-7-13(m)(ii).

Alderman Vinson made the motion to approve agenda items 11.1- 11.6 in accordance with the memos of the Fire Department, which are appended hereto, seconded by Alderman Farris and upon unanimous vote the motion carried.

#### 12. EXECUTIVE SESSION

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

Alderman Coker then made the motion to enter into Executive Session to discuss personnel matters involving the public works and police departments, the transaction of business and discussions regarding the location of a business, and the transaction of business and discussion regarding the purchase of lands, seconded by Alderman Williams and upon unanimous vote the motion carried.

Alderman Vinson made the motion to terminate employee #2239 effective October 9, 2023, based on the recommendation of the Public Works Director, with a memo regarding such termination to be placed in the employee's personnel file, seconded by Alderman Womack, and upon unanimous vote the motion carried.

First acknowledging that on October 16, 2023, employee #1873 tendered to the Police Chief his resignation from employment with the City, effective immediately, to the extent it is within the authority of the governing authorities to do so, Alderman Womack made the motion to terminate employee #1873 effective October 16, 2023, in lieu of such resignation, based on the recommendation of the Police Chief, and to designate such employee as ineligible for rehire and to further determine that his pending suspension which began on October 12, 2023 is to be without pay, with a memo regarding such action to be placed in the employee's personnel file, seconded by Alderman Middleton, and upon unanimous vote the motion carried.

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


(That votes were taken in Executive Session was announced upon return to the board room).

13. ADJOURN

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

(NEXT REGULAR BOARD MEETING: NOVEMBER 6, 2023)

Minutes approved this 6<sup>th</sup> day of November 2023.

  
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Hon. Butch Lee, Mayor

Attest:

  
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Hon. Angela Bean, City Clerk

