

MINUTES  
BRANDON BOARD OF ALDERMEN & MAYOR  
REGULAR BOARD MEETING  
BUTCH LEE, MAYOR PRESIDING  
NOVEMBER 6, 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 – Reece Wilson gave the invocation and Lilly Hatfield led the Pledge of Allegiance.
3. PUBLIC COMMENTS AND RECOGNITIONS -
4. OLD BUSINESS

1. Approve the Work Session and Regular Board Meeting Minutes of October 16, 2023

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

5. BUTCH LEE, MAYOR

1. Approve the Interlocal Cooperation Agreement between City of Brandon and Rankin County regarding the construction of the I-20 Connector Loop – East Loop, and the Interlocal Cooperation Agreement between City of Brandon, City of Pearl, and Rankin County, regarding the construction of the I-20 Connector Loop – KCS Grade Separation, and authorize Mayor to execute said agreements.

Alderman Craine 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 Womack and upon unanimous vote the motion carried.

6. ANGELA BEAN, CITY CLERK

1. Approve the proposed 2024 holiday schedule and such additional holidays as proclaimed by the Governor.
2. Approve a professional services agreement with Ion Business Solutions for the online sale of tickets, subject to and not to interfere with any other vendor providing such services to the City.
3. Authorize Angela Bean and Joshua Sutton to attend the Mississippi Municipal Clerk Winter Conference to be held in Flowood, MS on December 13-15, 2023 and authorize payment of related expenses.
4. Approve the professional service maintenance agreements from Metro Building Services totaling \$39,329.00 for FY24 HVAC maintenance services and authorize Mayor to execute said agreements.
5. Approve Elcon Electrical Contractors pay application #3 in the amount of \$126,056.41 for the Civic Center Lighting Project and authorize payment of the same.
6. Authorize permission to publish a notice to accept bids for municipal depository services.

7. Approve 2023 Sixteenth Section Lease(s) Invoice, acknowledging and accepting CPI increase in the amount of \$184.14 for a total amount of \$5,161.42, and further authorize Mayor to sign and authorize issuance of payment to cover full amount.
8. Approve employee health insurance coverage with agent of record, HUB International and specific insurance coverage with HCC for calendar year 2024 and authorize the city clerk to execute all related documents.
9. Approve employee and employer health insurance premiums in accordance with the memo.
10. Consideration to approve:
  - a. Docket of Claims for November 3rd and 6<sup>th</sup>, 2023.

Alderman Craine made the motion to approve agenda items 6.1-6.10(a), in accordance with the memos from the City Clerk's Office, which are appended hereto, seconded by Alderman Coker and upon unanimous vote the motion carried.

#### 7. CARLEY KEYES, EVENT SERVICES

1. Approve professional services agreement for the purpose of promoting tourism in accordance with HB 1521(2023 MS Legislative Session) and such other lawful and related purposes and authority, authorize the Mayor to execute the same, and approve and authorize all related show expenditures for the following:
  - a. Stephen Curtis Chapman Christmas Tour at City Hall Live.
2. Declare as surplus 139 broken concert chairs and authorize the sale of the same at [govdeals.com](http://govdeals.com) finding that they are no longer of use to the city with all proceeds going back to the 2% fund.
3. Approve deal point memo and additional terms and conditions with VIA Entertainment Tours, Inc. for professional services for an amphitheater performance on October 19, 2024 and authorize the Mayor to execute the same.

Alderman Womack made the motion to approve agenda items 7.1-7.3, in accordance with the memos from the Event Services Department, which are appended hereto, seconded by Alderman Craine and upon unanimous vote the motion carried.

#### 8. PAUL BRANNON, PUBLIC WORKS DEPARTMENT

1. Approve the renewal of the Concrete Construction Services commodity bid with NJ Farms, Inc. for FY2024.
2. Approve utility adjustment approvals and denials as presented by Public Works Director, first finding that the customers did not receive the benefit of the service and the adjustment is required because of unforeseen circumstances.
3. Authorize the development of the Edgewood Subdivision Waterline Loop Project and advertise for bids for the same.

4. Accept Permanent Water Utility Easements related to the Edgewood Subdivision Waterline Loop Project in accordance with the memo.
5. Approve invoices resulting from the emergency water main and storm drainpipe repairs near 201 North Street in September 2023, and authorize payment of the same:
  - Bulldog Construction Company – invoice #5710 - \$6,500.00
  - WW Solutions – invoice #3088 - \$3,082.50
  - WW Solutions – invoice #3089 - \$18,347.19
  - WW Solutions – invoice #3090 - \$1,925.00
6. Declare as an emergency in accordance with MCA Section 31-7-13(k) the sewer CCTV and sewer line repair along Valerie Drive and crossing Gray Daniels Blvd.

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

7. Approve Pay Request 1 (FINAL) (including the Final Change Order Summary) in the amount of \$57,653.40 from Jay Bearden Construction, Inc. for the Mar- Lyn Drive Waterline Improvements Project and authorize payment of same.
8. Approve Pay Request 3 (Final) & Final Summary Change Order from Adcamp, Inc. in the amount of \$99,678.22 for the 2023 Overlay Project and authorize payment of same.
9. Approve Pay Request 1 (Including Change Order 1 & Change Order 2) from Utility Constructors, Inc in the amount of \$391,716.65 for the Hwy 80 Waterline Relocation project, first finding that after the original contract was let the changes to the original contract were necessary because of unforeseen conditions and are approved without the necessity of further public bids and that the changes are being made in a commercially reasonable manner and are not being made to circumvent the public purchasing statutes.
10. Approve invoices from Suncoast Infrastructure, Inc., for emergency CCTV of sewer lines and authorize payment of same:
  - Invoice #S23080-01F - \$3,405.00 - Emergency sewer line CCTV on Kennedy Farm Parkway
  - Invoice #S23090-01fF - \$10,824.50 - Emergency sewer line CCTV along Woodgate Drive
11. Accept a Quitclaim Deed for property located near I-20 and Boyce-Thompson Drive, as granted by Thompson, L.P., Eva Lynne Thompson, Boyce Family Trust, and Brenda Boyce Branch re: Dande Drive.
12. Accept a Permanent Easement/Right of Way and temporary construction easement from Brandon First United Methodist Church re: Mary Ann Drive Sidewalk and Related Infrastructure Improvements Project.

Alderman Craine made the motion to approve agenda items 8.7-8.12, in accordance with the memos from the Public Works Department, which are appended hereto, seconded by Alderman Coker and upon unanimous vote the motion carried.

## 9. SAM HAWKINS, COMMUNITY DEVELOPMENT

1. Public hearing and board action regarding conditional use application for a mausoleum to be built and operated at Crestview Memorial Gardens.

The public hearing was opened with respect to the referenced application whereupon the Director of Community Development advised that all of the pre-requisites to the public hearing have been met, and that the matter was presented to the Planning Commission which recommended approval of the application and that the Community Development Department prepared a Staff Report #23-020 regarding the application which is appended to the Minutes of the public hearing and thereafter the Director described the nature of the application and those in favor of or in opposition to the application were given the opportunity to come forward and speak whereupon Rob Sinclair, the contractor spoke in favor of the request and John Meredith requested a buffer be required. No additional public comments were made, and the public hearing was closed. Thereafter, Alderman Vinson, first finding that the applicable requirements of Chapter 6 of the Code of Ordinances and Section 9.7 of the Zoning Ordinance of the Code of Ordinances have been met and further incorporating the matters presented in the Staff Report, which is appended hereto, made the motion to approve agenda item 9.1 as presented by the applicant with the condition that a landscape buffer is constructed as determined reasonable and required by the Community Development Director, seconded by Alderman Williams and upon unanimous vote the motion carried.

2. Public hearing and board action regarding conditional use application for Thrash Commercial on behalf of Consolidated Pipe.

The public hearing was opened with respect to the referenced application whereupon the Director of Community Development advised that all of the pre-requisites to the public hearing have been met, and that the matter was presented to the Planning Commission which recommended approval of the application and that the Community Development Department prepared a Staff Report #23-023 regarding the application which is appended to the Minutes of the public hearing and thereafter the Director described the nature of the application and those in favor of or in opposition to the application were given the opportunity to come forward and speak whereupon no one provided any additional public comments and the public hearing was closed. Thereafter, Alderman Williams, in accordance with Section 16-57 of the City's Development Ordinance, and further incorporating the matters presented in the Staff Report, which is appended hereto, made the motion to approve agenda item 8.1 as presented, in accordance with the recommendation of the Community Development Department as included in the Staff Report, which is appended hereto, seconded by Alderman Craine and upon unanimous vote the motion carried.

3. Public hearing regarding making a determination of a public nuisance at Rosewood Estates, 601 West Jasper Street Parcel # I8E-8-10 PPIN # 31771.

The public hearing was opened with respect to the referenced property in accordance with MCA Section 21-19-11 (1972, as amended), whereupon the Community Development Director advised that all of the pre-requisites to the public hearing have been met, evidence of which is appended to the Minutes and thereupon the Director presented a Memorandum and the Case File regarding the subject matter, which is appended hereto, and thereafter the Director advised that counsel for the management company of the property owner was unavailable to attend the hearing, whereupon Alderman Womack made the motion to continue the hearing to the Regular Board Meeting on

December 4, 2023, at 6:00 p.m., seconded by Alderman Craine, and upon unanimous vote the motion carried.

10. WAYNE DEARMAN, POLICE CHIEF

1. Accept the resignations of:
  1. Police officer Danielle Butler effective October 18, 2023.
  2. Police officer Tevis Delandro effective October 31, 2023.
  
2. Accept the 2023-2024 Amendment to and Renewal of School Law Enforcement Officer Agreement with Rankin County School District and authorize Mayor to execute the same.

Alderman Coker made the motion to approve agenda items 10.1-10.2, in accordance with the memos from the Police Department, which are appended hereto, seconded by Alderman Craine and upon unanimous vote the motion carried.

11. BRIAN ROBERTS, FIRE CHIEF

1. Monthly Reports:  

Siren Report; functions properly: <u>2 not working</u>	Issues: <u>Undetermined</u>
EMS Report; # of P1 calls: <u>174</u>	Average Response Time: <u>8:57</u>
  
2. Authorize permission to change the employment status of William Tharp from full-time to part-time and set the rate of pay pursuant to the memo.
  
3. Authorize permission to change the employment status of Tevis Delandro from reserve firefighter to part-time and set the rate of pay pursuant to the memo.
  
4. Authorize permission to apply for the FY 24 MS Emergency Medical Services Operating Fund (EMSOF) grant in the amount of \$15,330.00 and authorize the Mayor and City Clerk to execute all related documents.
  
5. Authorize permission to hire Craig Millett as a certified firefighter and set the rate of pay per memo.

Alderman Womack made the motion to approve agenda items 11.1-11.5, in accordance with the memos from the Fire Department, which are appended hereto, seconded by Alderman Vinson and upon unanimous vote the motion carried.

12. EXECUTIVE SESSION

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

Alderman Womack then made the motion to enter into Executive Session to discuss the transaction of business and discussion regarding the prospective purchase, sale or leasing of lands, the transaction of business and discussion regarding the location, relocation of a business or industry, potential litigation and personnel matters involving the police department, seconded by Alderman Craine and upon unanimous vote the motion carried.

Alderman Vinson made the motion to authorize Bob Morrow to appraise H8-10-130 for purposes of acquisition of the same and gift donation to the city, seconded by Alderman Farris and upon unanimous vote the motion carried.

Upon discussion about employee #2108, Alderman Vinson made the motion to terminate employee #2108 effective immediately, seconded by Alderman Coker and upon unanimous vote the motion carried.

Upon discussion of employee #1706, Alderman Craine made the motion to change the employment status of employee #1706 from lieutenant to patrol and to adjust annual salary to \$42,420.00, effective November 7, 2023, and to include information related to this employment adjustment in the employee's personnel file, seconded by Alderman Vinson and upon unanimous vote the motion carried.

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

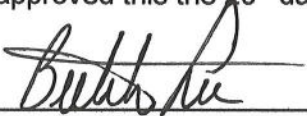
(That votes were taken in Executive Session was announced upon resuming the Regular Board Meeting out of Executive Session).

### 13. ADJOURN

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

(Next Regular Board Meeting: November 20, 2023)

Minutes approved this the 20<sup>th</sup> day of November 2023.



Hon. Butch Lee, Mayor

Attest:



Hon. Angela Bevin, City Clerk

