

AGENDA
BRANDON BOARD OF ALDERMEN & MAYOR
REGULAR BOARD MEETING
BUTCH LEE, MAYOR PRESIDING
MARCH 4, 2024

1. CALL TO ORDER
2. INVOCATION AND PLEDGE OF ALLEGIANCE
3. PUBLIC COMMENTS AND RECOGNITIONS
4. OLD BUSINESS
 1. Approve the Regular Board Meeting Minutes of February 20, 2024.
5. BUTCH LEE, MAYOR
 1. Request permission for Georganna Keenum to travel to Cleveland, MS to attend the Welcome Home MS Spring Managers Meeting on April 24-25, 2024 and authorize payment of travel related expenses.
 2. Accept the resignation of Public Works Director Paul Brannon effective March 29, 2024.
 3. Accept letter of retirement from Lori Farrar, Box Office Assistant, effective June 28, 2024.
 4. Asking your consideration to recognize the Proclamation for the 2024 Lemonade Days by the Brandon Chamber.
 5. Request permission to approve sponsorship in the amount of \$2,500.00 for Brandon Chamber's Lemonade Day for the purpose of promoting the city and its resources.
 6. Consideration to accept the settlement statement from Magic of Lights 2023 - Brandon, MS, from Family Entertainment Holdings, LLC as listed in attachment A and authorize the Mayor and City Clerk to execute the same.
 7. Request permission for Heather Burriss to attend the Mississippi Farmers Market Manager Workshop in Jackson, MS, hosted by Mississippi Department of Agriculture & Commerce for the learning and sharing of strategies for managing a farmers market effectively and efficiently.
 8. Consideration to adopt a resolution of intent to apply for a Community Development Block Grant (CDBG) with assistance from the Central MS Planning and Development District and authorize publication of an RFP for engineering services.
 9. Request permission to engage Neel-Schaffer to assist with the preparation of a grant application through the NRCS Emergency Watershed Program (EWP) to address drainage and erosion related issues.
 10. Request permission to engage Appraisal Research Company, LLC to appraise parcel #I8J-50-10 being the Southwest Corner of Dining Street and Poindexter Street.

11. Consideration to approve or reject engineering service agreements from Neel-Schaffer for potential park improvement projects.
 - a. Shiloh Park Pickleball Project
 - b. Quarry Phase I Expansion
 - c. Quarry Phase II Expansion
 - d. City Park Tennis
12. Consideration to approve or reject architecture service agreements from Wier Boerner Allin for potential park and city hall improvement projects.
 - a. City Hall upgrades
 - b. City Park Tennis
 - c. Quarry Baseball Phase I
 - d. Quarry Baseball Phase II
 - e. Shiloh Park Upgrades

6. ANGELA BEAN, CITY CLERK

1. Consideration to approve Elcon Electrical Contractors change orders #2 & #3 in the amount of \$10,098.00 for the Civic Center Lighting Project, increasing the total contact amount to \$404,386.00.
2. Consideration to accept a quote in the amount of \$11,486.00 from Adam Evans Waterproofing Company as the lowest and best quote received for the removal of the existing deteriorated sealant and replace it with mortar at six dugouts and backstops at Quarry Park and authorize payment of the same.
3. Authorize destruction of privilege license records for closed businesses in accordance with the retention schedule from MDAH.
4. Request permission to purchase Dell computers and monitors in the amount of \$11,028.36 from Business Communications Inc. being the lowest quote received and authorize payment of the same.
5. Consideration to approve:
 - a. Docket of Claims for March 4, 2024
 - b. Fox Everett claims released on February 22, 2024
 - c. Electronic fund transfers for February 2024

7. EVENT SERVICES

1. Consideration to approve professional services agreements for the purpose of promoting tourism in accordance with HB1521 (2023 MS Legislative Session); authorize the Mayor to execute the same; and approve payment of all show related expenditures for Round, Blip, LLC, for a performance of Blippi at City Hall Live on Wednesday, May 15, 2024 and authorize the Mayor to execute the same.
2. Request permission to accept quotes and authorize the purchase of 500 Mity Lite chairs and 6 chair racks in the amount of \$30,421.75 from Mity Inc., which submitted the lowest quote.

8. PUBLIC WORKS DEPARTMENT

1. Consideration to approve pay request #12 in the amount of \$42,704.58, including change order 2, from Thornton Construction Company for the Grants Ferry Parkway Sewer Line Extension Project and authorize payment of the same.
2. Consideration to approve Hemphill Construction Company invoice in the amount of \$69,021.09 for the emergency sewer repairs at 606 Providence Cove in accordance with the emergency declaration of September 5, 2023.
3. Consideration to approve invoice #H23103-01-FINAL from Hemphill Construction Company in the amount of \$148,699.14 for repairs in September 2023 at the approved commodity pricing and authorize payment of the same and amend the budget accordingly.
4. Consideration to approve invoice #H23113-01-FINAL from Hemphill Construction Company in the amount of \$217,111.09 for repairs in October 2023, authorize payment of the same and amend the budget accordingly.
5. Consideration to approve invoice #1415 from Sullivan Construction Services in the amount of \$7,564.80 for the Hunters Woods Lot 26 (169 Fern Valley Road) Drainage Improvements Project and authorize payment of the same.
6. Consideration to approve the Black Forrest, LLC professional services agreement for mowing and trimming services in accordance with the memo and authorize the Mayor to execute the same.
7. Consideration to approve and authorize payment to Harvey Services, Inc. invoice #6675 in the amount of \$27,894.50 and Hydra Services, Inc. invoice in the amount of \$4,157.00 for the emergency lift station repairs at the Cannon Ridge lift station (Winding Way) declared on February 20, 2024.
8. Consideration to approve and authorize payment for Harvey Services, Inc. invoice #6608 in the amount of \$3,250.00, Harvey Services, Inc. invoice #6688 in the amount of \$53,805.52 and Hydra Service, Inc. invoice #175992 in the amount of \$5,050.00 for the emergency repairs to the Centerpoint Lift Station as declared on February 20, 2024.
9. Consideration to approve utility adjustments in accordance with the memo from the public works department.
10. Consideration to approve the quote in the amount of \$18,485.00 from Hemphill Construction Company for the replacement of the 24" cross drain located near 65 Glenway Place at the FY 2024 commodity pricing.
11. Request permission to develop plans and advertise for bid for the Marquette Road Waterline Replacement & Improvements Project.
12. Consideration to accept bids for the NRCS Shiloh Park EWP Bank Stabilization Project received on February 22, 2024, and award to Cain, Inc in the amount of \$199,910.00.

9. SAM HAWKINS, COMMUNITY DEVELOPMENT

1. Consideration to approve the agreement between the City of Brandon and Allen Engineering and Science regarding the 2024 Phase II Stormwater Program Implementation (MS4) and authorize the mayor to execute the same.
2. Consideration to adopt an ordinance of the City of Brandon extending a temporary moratorium of residential subdivision development, with exceptions adopted on March 6, 2023.

10. JOSEPH FRENCH, POLICE CHIEF

1. Request permission to hire and set rate of pay in accordance with the memo:
 1. Dylan Dragoo as a Patrolman Trainee effective March 5, 2024.
 2. Kayla Tadlock as a Communications Officer effective March 5, 2024.
2. Request permission to purchase 5 Python 3 radars from MPH Industries, INC. for \$7,500.00 as the lowest and best quote.
3. Request permission for Sgt. Brad Martin and Officer John Dragoo to travel to Gulf Shores, Alabama to participate in Scenarios and Tactics for the field training officer class on July 22 & 23, 2024.
4. Request to transfer Gavin Hill from a Patrolman Trainee to a Communications Officer effective March 5, 2024, and set rate of pay in accordance with the memo.

11. BRIAN ROBERTS, FIRE CHIEF

1. MONTHLY REPORTS

1. Siren Report: functions properly: **18** Issues: **Pleasant St-still waiting on parts**
2. EMS Report: # of P1 calls: **152** Avg response time: **8:17**
2. Request permission to travel to Natchez, MS to attend the annual MSFFA Conference and approve travel expenses.
3. Request permission to purchase a thermal camera kit with charger and case and authorize payment of the same.
4. Request authorization to approve a Memorandum of Understanding with MS Fire Academy for 100-I-II class.
5. Request permission to travel to Natchez, MS to attend the Emergency Services Administrative Professional Association Conference and approve all travel expenses.
6. Request permission to purchase three Lifeline Arm CPR devices and authorize payment of the same.

12. EXECUTIVE SESSION

13. ADJOURN