

AGENDA  
BRANDON BOARD OF ALDERMEN  
REGULAR BOARD MEETING  
BUTCH LEE, MAYOR PRESIDING  
APRIL 3, 2023

1. CALL TO ORDER
2. INVOCATION AND PLEDGE OF ALLEGIANCE
  1. Invocation - Emily Harvel, Mayor's Youth Council
  2. Pledge of Allegiance - Olivia Broome, Mayor's Youth Council
3. PUBLIC COMMENTS AND RECOGNITIONS
  1. Central MS Regional Library System - Mara Polk
  2. Dept. of Homeland Security - Greg Davis
4. OLD BUSINESS
  1. Approve the Work Session and Regular Board Meeting Minutes of March 20, 2023.
5. BUTCH LEE, MAYOR
  1. Request permission to surplus steel roofing panels and authorize the sale of the same through GovDeals online auction in accordance with the memo.
6. ANGELA BEAN, CITY CLERK
  1. Consideration to approve an Amphitheater sponsorship agreement with Complete Exteriors for the 2023 concert season and authorize the Mayor to execute the same.
  2. Accept the 2022 Continuing Disclosure Statement as prepared by Butler Snow.
  3. Consideration to appoint Neel-Schaffer as the engineer for the Community Development Block Grant Project regarding the Emerald and Diamond Sewer Line Rehabilitation Project.
  4. Set a public hearing on April 25, 2023 at 10:00 a.m. regarding the Community Development Block Grant for the Diamond and Emerald St. Sewer Improvements Project.
  5. Consideration to approve a Subaward Agreement between the MS Department of Environmental Quality and the City of Brandon to provide funds for the College Street Waterline Replacement Project and authorize the Mayor to execute all related documents.
  6. Consideration to approve:
    - a. Docket of Claims for April 3, 2023.
    - b. Fox Everett claims released on March 23, 2023.
    - c. Electronic fund transfers for March 2023.

## 7. CARLEY KEYES, EVENT SERVICES

1. Request permission to purchase shirts for Brandon Jubilee Days from Pollchaps Screen Printing, as the lowest and best quote received, in the amount of \$9,054.25 and authorize payment of the same.
2. Consideration to accept the quote from Stankin Rankin, as the lowest and best quote received, in the amount of \$6,175.00 for the rental of portable toilets for Brandon Jubilee Days.
3. Consideration to approve television and radio advertisements for Brandon Jubilee Days at the terms listed in the marketing schedule program for the purpose of advertising and to bring into favorable notice of the opportunities and possibilities of the City, first finding that the mode of advertising is in the best interest of the citizenry; authorize the Mayor to execute the same; and amend the budget accordingly.
4. Consideration to approve the proposal from United Rentals for light tower rentals for Brandon Jubilee Days and the Brandon Amphitheater 2023 concert season pursuant to the memo; authorize the Mayor to execute the same and amend the budget accordingly.
5. Consideration to approve an agreement with Ambiance Landscape to provide landscape maintenance services at the Brandon Amphitheater effective April 04, 2023 - March 31, 2024 and authorize the Mayor to execute the same.
6. Consideration to approve a professional service agreement for the purpose of promoting tourism in accordance with HB 1629 (2018 MS Legislative Session); authorize the Mayor to execute the same; and approve and authorize all related show expenditures for Doobie Brothers on August 26, Parmalee and Train on September 7, 2023.
7. Consideration to approve an amended professional service agreement with Still Unbroken for the purpose of promoting tourism in accordance with HB 1629 (2018 MS Legislative Session); authorize the Mayor to execute the same; and approve and authorize all related show expenditures.
8. Consideration to approve the quote from Elcon Electrical Contractors in the amount of \$8,282.00, as the lowest and best quote received, for the addition of electrical circuits at the Brandon Amphitheater and authorize payment of the same.

## 8. PUBLIC WORKS DEPARTMENT

1. Consideration to approve invoices regarding the emergency storm drain repairs at 109 Firecrest Drive that were approved on November 21, 2022, in accordance with the memo, and authorize payments of the same.
2. Consideration to declare an emergency and approve invoices with respect to South Cobblestone Cove storm drain replacement in accordance with MCA Section 31-7-13(k) and authorize payments pursuant to the memo.
3. Consideration to declare as an emergency and approve the commodity pricing repairs made by Hemphill Construction, invoice # 4528-H22197-01-Final (December 2022), in the amount of \$46,729.31 in accordance with MCA 31-7-13(k) and 31-7-13 (n) and authorize payment of the same.

4. Consideration to approve repairs made by Gould Enterprises in accordance with the approved professional services fee schedule in the amount of \$15,045.00 and authorize payments of the same.
  5. Consideration to declare an emergency in accordance with MCA 31-7-13(m)(ii) approving repairs to the 430E Backhoe bearing vin ending #0358 in the amount of \$5,100.34 and authorize payment of the same.
  6. Request permission to purchase materials and labor for base repairs and drainage repairs with regard to the 2023 Street Overlay Project utilizing commodity bid pricings and professional service agreement in accordance with the memo.
  7. Consideration to approve five (5) inlet boxes along Crimson Lane and Pine Circle to be rebuilt utilizing commodity pricing in accordance with the memo and authorize payment of the same.
  8. Consideration to approve a professional services agreement with Ambiance Landscape to provide landscape services in various locations within the city in accordance with the memo and authorize the Mayor to execute the same.
  9. Consideration to approve the professional services agreement with Professional Mail Services, Inc. for utility bill printing and mailing services and authorize the Mayor to execute related documents.
  10. Request permission to develop plans and advertise for bid the Mar-Lyn Drive Waterline Relocation and Waterline Loop Project.
  11. Consideration to authorize an advertisement for bids regarding the Eastgate Drive and Thorngate Drive Sidewalk and Handrails Replacement Project.
  12. Accept the donation of a portable building and other building materials from Kory Gould.
  13. Declare one (1) Apple iPads bearing vin ending MDG4 as damaged and one (1) Apple iPad bearing vin ending J2D1 as lost, in accordance with the memo.
  14. Consideration to approve utility adjustment approvals and denials pursuant to the memo.
  15. Consideration to accept bids received on March 31, 2023 in regards to the Waterline Relocation at Highway 80 and Value Road Project and award to Utility Constructors, Inc., as the lowest and best bid received, in the amount of \$369,298.00 and authorize the Mayor to execute related documents.
  16. Consideration to accept bids released on March 30, 2023 in regards to the 2023 Street Overlay Project and award to Utility Constructors, Inc., as the lowest and best bid received, in the amount of \$1,706,666.50 and authorize the Mayor to execute the same.
9. SAM HAWKINS, COMMUNITY DEVELOPMENT
1. Request permission for Randy Barnes and Jesse Green to travel to Gulfport, MS to attend the Building Officials Association of Mississippi (BOAM) Summer Conference on June 12-16, 2023.
  2. Consideration to approve the continuation of the Orion Planning & Design general services agreement and authorize the Mayor to execute any related documents.

3. Consideration to approve the professional services fee schedule from Allen Engineering for services regarding the City of Brandon's MS4 permit issued by MDEQ.

#### 10. WAYNE DEARMAN, POLICE CHIEF

1. Recognition of Officer Palmer Robbins for completion of the MLEOA Motor Officer School.
2. Request permission for Sergeant Sam Versell and Officer Amanda Marbury to travel to Biloxi, MS to participate in the Mississippi Association of School Resource Officers training conference on July 9-14, 2023.
3. Request permission for Officer William McIntyre to travel to Oxford, MS to attend the Glock Armorer's course on April 25, 2023.
4. Request permission to surplus vehicles that are no longer of use to the City and authorize the sale of the same through GovDeals online auction in accordance with the memo.
5. Request permission to apply and receive grant funding for the following and authorize the Mayor to execute any related documents:
  - a. Mississippi Office of Highway Safety FY24 Traffic Services Grant in the amount of \$106,687.50.
  - b. Firehouse Subs Foundation Grant.
  - c. Community Oriented Policing Service Grant.
6. Request permission to hire the following upon completion of all prerequisites and set rate of pay in accordance with the memos:
  - a. Jordan Leeper as Deputy Court Clerk effective April 4, 2023.
  - b. Emanuel Thurman Jr. as Communications Officer effective April 4, 2023.
  - c. Kevin Ypya as Communications Officer effective April 4, 2023.
  - d. Valora Lewis as Communications Officer effective April 4, 2023.
  - e. Kelsie Wynn as Communications Officer effective April 4, 2023.
7. Request permission to promote and/or transfer the following and set rates of pay in accordance with the memos:
  - a. Deputy Chief Marshall Pack to Assistant Chief effective April 1, 2023.
  - b. Lieutenant Brian Elwell to Captain April 1, 2023.
  - c. Hayden Lukens from Communication Officer to Patrolman Trainee effective April 4, 2023.
8. Request to adjust the rate of pay of Officer Thomas Lowe in accordance with the memo effective April 4, 2023.
9. Accept the resignation of Communications Officer Sanaa Hill, effective March 29, 2023.

#### 11. BRIAN ROBERTS, FIRE CHIEF

1. Monthly Reports:

Siren Report; functions properly: No  
EMS Report; # of P1 calls: 185

Issues: Pleasant - not functioning  
Average Response Time: 8:11

2. Accept the donation of wheelchairs from Mr. Lane Smith with Phoenix Technical Services, Inc.
3. Request permission to apply and receive grant funding for the following and authorize the Mayor and Fire Chief to execute any related documents:
  - a. Homeland Security Grant #23HS128 in the amount of \$22,107.00.
  - b. Homeland Security FY22 Community Preparedness Grant in the amount of \$4,500.00.
4. Consideration to approve the Memorandum of Understanding between the City of Brandon Fire Department and the Mississippi Homeland Security/Task Force and authorize the Fire Chief to execute the same.
5. Consideration to authorize payment for the purchase of supplies for First Responders that were sent to Rolling Fork, MS.

12. EXECUTIVE SESSION

13. ADJOURN