

MINUTES OF THE REGULAR BOARD MEETING OF THE
BRANDON BOARD OF ALDERMEN OF MARCH 4, 2024
MAYOR BUTCH LEE, MAYOR PRESIDING

1. CALL TO ORDER - Mayor Lee and Aldermen Farris, Middleton, Coker, Womack, Williams, Vinson and Craine were present.
2. INVOCATION AND PLEDGE OF ALLEGIANCE – Alderman Farris gave the invocation and Alderman Coker led the Pledge of Allegiance.
3. PUBLIC COMMENTS AND RECOGNITIONS –
 - Cole Lacey, Sports Management Facilities, gave an update for the first two months of 2024 and provided information regarding pending projects, completed work, and upcoming events and programs.
 - Ben Luther, President Cornerstone Homeowners Association, expressed concerns about continuing problems regarding water run-off causing silting in the lakes.
4. OLD BUSINESS
 1. Approve the Regular Board Meeting Minutes of February 20, 2024.

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. Authorize 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. Recognize the Proclamation for the 2024 Lemonade Days by the Brandon Chamber.
5. Approve sponsorship in the amount of \$2,500.00 for Brandon Chamber of Commerce Lemonade Days 2024, for the purpose of advertising and bringing into favorable notice the opportunities and possibilities of the City, first finding this mode of advertising is in the best interests of the citizenry.
6. 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. Authorize Heather Burris 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. 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. Authorize 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. Authorize permission to engage Appraisal Research Company, LLC to appraise parcel #18J-50-10, being the Southwest Corner of Dining Street and Poindexter Street.

Alderman Coker made the motion to approve agenda items 5.1-5.10, in accordance with the memos from the Mayor's office which are appended hereto, seconded by Alderman Williams and upon unanimous vote the motion carried.

11. Consideration to approve engineering professional service agreements with Neel-Schaffer for the following potential park improvement projects, to-wit:
 - Shiloh Pickleball Project
 - Quarry Baseball Phase I Expansion
 - Quarry Baseball Phase II Expansion
 - City Park Tennis
12. Consideration to approve architecture professional service agreements with Wier Boerner Allin for the following potential park and city hall improvements, to-wit:
 - City Hall Upgrades
 - City Park Tennis
 - Quarry Baseball Phase I
 - Quarry Baseball Phase II
 - Shiloh Park Upgrades

Alderman Womack made the motion to table agenda items 5.11 and 5.12, to the March 18, 2024 Regular Board Meeting, seconded by Alderman Craine, and upon unanimous vote the motion carried.

6. ANGELA BEAN, CITY CLERK

1. Approve Elcon Electrical Contractors change orders #2 & #3, in accordance with MCA Section 31-7-13(g), in the amount of \$10,098.00 for the Civic Center Lighting Project, increasing the total contact amount to \$404,386.00, first finding that the changes to the original contract are necessary and would better serve the purposes of the City and are being made in a commercially reasonable manner and are not being made to circumvent the public purchasing laws.
2. 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. 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
5. Authorize 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.

Alderman Womack made the motion to approve agenda items 6.1-6.4(a)-(c) and 6.5, 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. EVENT SERVICES

1. Approve professional services agreements for the purpose of promoting tourism in accordance with HB1521 (2023 MS Legislative Session) and other related and lawful purposes; 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. Authorize 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., as the lowest and best quote received and authorize payment of the same.

Alderman Vinson made the motion to approve agenda items 7.1-7.2, in accordance with the memos of the Event Services office which are appended hereto, seconded by Alderman Womack and upon unanimous vote the motion carried.

8. PUBLIC WORKS DEPARTMENT

1. 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. 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. 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. 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. 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. 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.

Alderman Farris 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 Williams and upon unanimous vote the motion carried.

7. 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. 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 Center Point Lift Station as declared on February 20, 2024.
9. Approve utility adjustments in accordance with the memo from the public works department first finding that the approved adjustments are the result of unforeseen circumstances and that the customer did not receive the benefits of the service thereby warranting a reduction or compromise.
10. 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. Authorize permission to develop plans and advertise for bid for the Marquette Road Waterline Replacement & Improvements Project.
12. 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 as the lowest and best quote received and authorize the Mayor to execute contract documents.

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. Approve the professional services 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. Adopt an ordinance of the City of Brandon extending a temporary moratorium of residential subdivision development, with exceptions, adopted on March 6, 2023.

Alderman Williams made the motion to approve agenda item 9.1 and 9.2, in accordance with the memos from the Community Development Department, which are appended hereto, seconded by Alderman Vinson and upon unanimous vote the motion carried.

3. Continue the Public Hearing re: Case No. 23-028 - Jett Investments, LLC rezoning application to the Regular Board Meeting on March 18, 2024.

Alderman Farris made the motion to approve agenda item 9.3, in accordance with the memo from the Community Development Department, which is appended hereto, seconded by Alderman Craine and upon unanimous vote the motion carried.

10. JOSEPH FRENCH, POLICE CHIEF

1. 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.
 3. Jessie Beemam as a Communications Officers effective March 18, 2024
2. Authorize permission to purchase 5 Python 3 radars from MPH Industries, Inc., for \$7,500.00 as the lowest and best quote received and authorize payment of the same.
3. Authorize 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. 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.

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

11. BRIAN ROBERTS, FIRE CHIEF

1. MONTHLY REPORTS
 1. Siren Report: functions properly: All except Pleasant St., were working properly. Waiting on parts for this siren.
 2. EMS Report: # of P1 calls: 152 Avg. response time: 8:17
2. Authorize Chief Brian Robert, Asst. Chief Patrick Wofford and Div. Chief Jerry King to travel to Natchez, MS to attend the annual MSFFA Conference and approve travel expenses.
3. Authorize the purchase a thermal camera kit with charger and case from Delta Fire and Safety in the amount of \$5,550.00 as the lowest and best quote received and authorize payment of the same.
4. Approve a Memorandum of Understanding with MS Fire Academy for 100-I-II class and authorize the Fire Chief and/or his designee to execute the same.
5. Authorize Carolyn Palmer to travel to Natchez, MS to attend the Emergency

Services Administrative Professional Association Conference and approve all travel expenses.

6. Authorize the purchase three Lifeline Arm CPR devices from Henry Schein in the amount of \$31,500.000, as the lowest and best quote received, and authorize payment of the same.

Alderman Womack made the motion to approve agenda items 11.2-11.6 in accordance with the memos from 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 regarding the Police Department and City Clerk's Office, potential litigation involving the Public Works Department, and the transaction of business and discussions regarding the location, relocation or expansion of a business or industry, seconded by Alderman Williams and upon unanimous vote the motion carried.

Alderman Womack made the motion to terminate employee #2209 in accordance with the recommendation of the Police Chief, with a memo regarding the same to be included in the employee's personnel file, seconded by Alderman Williams 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 Williams and upon unanimous vote the motion carried.

(That there was a vote taken in Executive Session was announced upon resuming the Regular Board Meeting out of Executive Session).

13. ADDITIONAL ITEMS

1. Hire Connor Smith as a Seargent with the Police Department effective March 5, 2024, and set rate of pay in accordance with the memo and authorize him to garage a police vehicle at his residence and to permit him to use Kelly, his interdiction K-9, for city related purposes and to include the K-9, insofar as City related activities, on the City's liability plan with the Mississippi Municipal Services Company as permitted by the said company.

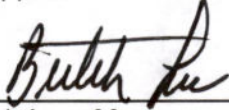
Alderman Williams made the motion to approve agenda item 13.1 in accordance with the memo of the Police Chief which is appended hereto, seconded by Alderman Womack and upon unanimous vote the motion carried.

14. ADJOURN

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

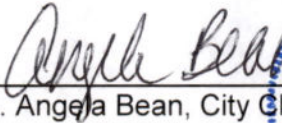
(Next Regular Board Meeting: March 18, 2024)

Minutes approved this the 18th day of March 2024.



Hon. Butch Lee, Mayor

Attest:



Hon. Angela Bean, City Clerk

