

MINUTES
BRANDON BOARD OF ALDERMEN
REGULAR BOARD MEETING
BUTCH LEE, MAYOR PRESIDING
APRIL 3, 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
 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 - Provided an update on CMLS.
 2. Ian Champney, with Boy Scout Troop 416 was present working on his citizenship badge.
 3. Dept. of Homeland Security, Greg Davis - Thanked the city leaders for engaging first responders to Rolling Fork in response to the tornado disaster.
4. OLD BUSINESS
 1. Approve the Work Session and Regular Board Meeting Minutes of March 20, 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. Declare as surplus steel roofing panels and authorize the sale of the same through GovDeals online auction in accordance with the memo.

Alderman Womack 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 Williams and upon unanimous vote the motion carried.

2. Approve preliminary plat for Cornerstone Phase 11, first finding that that the proposed covenants as presented address the issues for which the temporary moratorium regarding BRT's was adopted on March 6, 2023.

Alderman Vinson made the motion to approve agenda item 5.2, in accordance with the memo from the Mayor's Office, which is appended hereto, seconded by Alderman Coker and upon unanimous vote the motion carried.

6 ANGELA BEAN, CITY CLERK

1. 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 and authorize payment for the same.
3. 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 27, 2023 at 10:00 a.m. regarding the Community Development Block Grant for the Diamond and Emerald St. Sewer Line Rehabilitation Project.
5. 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. 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.

Alderman Craine made the motion to approve agenda item 6.1 – 6-6(a)-(c), in accordance with the memos from the Clerk's Office which are appended hereto, seconded by Alderman Farris and upon unanimous vote the motion carried.

7. CARLEY KEYES, EVENT SERVICES

1. Accept the quote for Brandon Jubilee Days shirts 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. 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. Approve professional services/sole source 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.

Alderman Womack made the motion to approve agenda items 7.1 – 7.3, in accordance with the memos from the Events Services Department, seconded by Alderman Craine and upon unanimous vote the motion carried.

4. Approve the proposal from United Rentals, as the lowest and best quote received 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. Approve a professional agreement with Ambiance Landscape to provide *landscape maintenance professional services at the Brandon Amphitheater effective April 04, 2023 - March 31, 2024* and authorize the Mayor to execute the same.
6. Approve a professional service agreement for the purpose of promoting tourism in accordance with HB 1629 (2018 MS Legislative Session) and other lawful and related purposes; 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. Approve an amended professional service agreement with Still Unbroken for the purpose of promoting tourism in accordance with HB 1629 (2018 MS Legislative Session) and other lawful and related purposes; authorize the Mayor to execute the same; and approve and authorize all related show expenditures.
8. Accept 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.

Alderman Williams made the motion to approve agenda items 7.4 – 7.8, in accordance with the memos from the Events Services Department, seconded by Alderman Vinson and upon unanimous vote the motion carried.

8 PUBLIC WORKS DEPARTMENT

1. 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. 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. 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. 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. Declare an emergency in accordance with MCA 31-7-13(m)(ii) and approve repairs to the 430E Backhoe bearing vin ending #0358 in the amount of \$5,100.34 and authorize payment of the same.
6. Authorize purchase of materials at commodity pricing and approve services by Cleo's Asphalt Paving in accordance with professional services agreement for base repairs and drainage repairs with regard to the 2023 Street Overlay Project.
7. Approve five (5) inlet boxes along Crimson Lane and Pine Circle to be rebuilt utilizing commodity pricing with Gould Enterprises providing professional services to install the same, in accordance with the memo and authorize payment of the same.

Alderman Craine made the motion to approve agenda items 8.1 – 8.7 in accordance with the memos from the Public Works Department, seconded by Alderman Farris and upon unanimous vote the motion carried.

8. Approve a professional services agreement with Ambiance Landscape to provide landscape professional services in various locations within the city in accordance with the memo and authorize the Mayor to execute the same.
9. Approve a professional services agreement with Professional Mail Services, Inc. for utility bill printing and mailing services and authorize the Mayor to execute related documents.
10. Authorize preparation of plans and specifications and advertisement for bid for the Mar-Lyn Drive Waterline Relocation and Waterline Loop Project.
11. Authorize preparation of plans and specification and advertisement for bids for 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 iPad bearing vin ending MDG4 as damaged and one (1) Apple iPad bearing vin ending J2D1 as lost, in accordance with the memo.
14. Approve utility adjustment approvals and denials pursuant to the memo, with the exception of claim nos. 41299000, 10438960 which are subject to further review.
15. Accept bids received on March 31, 2023 with regard 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. Accept bids received on March 30, 2023 with regard to the 2023 Street Overlay Project and award to Adcamp, Inc., as the lowest and best bid received in the amount of \$1,706,666.50 (includes all add alternates), and authorize the Mayor to execute related documents.

Alderman Coker made the motion to approve agenda items 8.8 – 8.16 in accordance with the memos from the Public Works Department, seconded by Alderman Williams and upon unanimous vote the motion carried.

9. SAM HAWKINS, COMMUNITY DEVELOPMENT

1. Authorize 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. Approve the continuation of the Orion Planning & Design general professional services agreement and authorize the Mayor to execute related documents.
3. Approve the professional services fee schedule from Allen Engineering for services regarding the City of Brandon's MS4 permit issued by MDEQ.

Alderman Womack made the motion to approve agenda items 9.1 – 9.3 in accordance with the memos of the Community Development Department, which are appended hereto, seconded by Alderman Vinson and upon unanimous vote the motion carried.

10. WAYNE DEARMAN, POLICE CHIEF

1. Recognition of Officer Palmer Robbins for completion of the MLEOA Motor Officer School.
2. Authorize 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. Authorize Officer William McIntyre to travel to Oxford, MS to attend the Glock Armorer's course on April 25, 2023.
4. Declare as 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. Authorize 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.

Alderman Womack made the motion to approve agenda items 10.1 – 10.5 in accordance with the memos from the Police Department, which are appended hereto, seconded by Alderman Craine and upon unanimous vote the motion carried.

6. Hire the following upon completion of employment 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.

Alderman Craine made the motion to approve agenda items 10.6 in accordance with the memos from the Police Department, which are appended hereto, seconded by Alderman Williams and upon unanimous vote the motion carried.

7. Promote and/or transfer the following and set rates of pay in accordance with the memos:
 - a. Promote Deputy Chief Marshall Pack to Assistant Chief effective April 1, 2023.
 - b. Promote Lieutenant Brian Elwell to Captain April 1, 2023.
 - c. Transfer Hayden Lukens from Communication Officer to Patrolman Trainee effective April 4, 2023.
8. 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.

Alderman Coker made the motion to approve agenda items 10.7 – 10.9 in accordance with the memos from the Police Department, which are appended hereto, seconded by Alderman Farris and upon unanimous vote the motion carried.

11. BRIAN ROBERTS, FIRE CHIEF

1. Monthly Reports:

Siren Report; functions properly: No Issues: Being determined Pleasant and Jasper not working.
EMS Report; # of P1 calls: 185 Average Response Time: 8:11

2. Accept the donation of wheelchairs from Mr. Lane Smith with Phoenix Technical Services, Inc.

3. Authorize permission to apply and receive grant funding for the following and authorize the Mayor and Fire Chief to execute 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. 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. Authorize payment for the purchase of supplies for First Responders that were sent to Rolling Fork, MS.

Alderman Womack made the motion to approve agenda items 11.2 – 11.5 in accordance with the memos of the Fire Department, which are appended hereto, seconded by Alderman Craine and upon unanimous vote the motion carried.

12. EXECUTIVE SESSION

Alderman Craine 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 the location of a business or industry in the City, potential litigation involving Clearwater Construction and personnel matters involving the Community Development and Public Works Department and the acquisition of real property, seconded by Alderman Craine and upon unanimous vote the motion carried.

Alderman Williams made the motion to terminate employee #1746, effective immediately, based on the recommendation of the Public Works Operations Coordinator, with a memo regarding the same to be included in the employee's file, seconded by Alderman Coker and upon unanimous vote the motion carried.

Alderman Vinson made the motion to terminate employee #2175, effective immediately, based on the recommendation of the Community Development Director, with a memo regarding the same to be included in the employee's file, seconded by Alderman Craine 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 Coker and upon unanimous vote the motion carried.

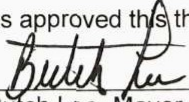
(That votes were taken in Executive Session was announced upon resuming the Regular Board Meeting out of Executive Session).

13. ADJOURN

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

(Next Regular Board Meeting: April 17, 2023.)

Minutes approved this the 17th day of April 2023.



Hon. Butch Lee, Mayor

Attest:



Hon. Angela Bean, City Clerk

