

MINUTES
REGULAR BOARD MEETING
BRANDON BOARD OF ALDERMEN
BUTCH LEE, MAYOR PRESIDING
NOVEMBER 4, 2019

1. CALL TO ORDER, Mayor Lee and Aldermen Dobbs, Middleton, Morris, Coker, Williams, Vinson and Corley were present.
2. INVOCATION AND PLEDGE OF ALLEGIANCE – McKenzie Kelly led to pledge of allegiance and Nathan Yow gave the invocation. Both are members of the Mayor’s Youth Council.
3. PUBLIC COMMENTS AND RECOGNITIONS – None.
4. OLD BUSINESS
 1. Consideration to approve the regular board meeting minutes of October 21, 2019.

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

5. BUTCH LEE, MAYOR
 1. Authorize the Mayor and City Clerk to sign all documents necessary regarding the amphitheater insurance claim and grant authority for the City Attorney to proceed with the recovery of damages not covered by applicable insurance.

Alderman Coker made the motion to approve agenda items 5.1 in accordance with the related memo from the Mayor, which is appended hereto, seconded by Alderman Corley and upon unanimous vote the motion carried.

2. Approve MOU with Rankin County re: bond projects to be constructed within the City and authorize the Mayor to execute the same.

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

6. WILLIAM THOMPSON, POLICE DEPARTMENT
 1. Request permission to grant a special use permit to the Mississippi National Guard allowing them to land a military helicopter at the Brandon Amphitheater and authorize the Chief of Police to execute the same.
 2. Accept the resignation of Communications Officer Barbara Shenefelt effective October 26, 2019.

3. Request permission for Chief William Thompson to travel to Oxford, MS to attend the 2019 Winter Chiefs Conference on December 9-13, 2019.
4. Request for permission for Chief William Thompson to travel to Lake Charles, LA to attend the South-Central Trafficking Summit on November 16-18, 2019.
5. Consideration to declare forty-one thousand eighty dollars (\$41,080.00) as forfeited funds to be deposited into the drug seizure account and authorize disbursement to the Rankin County District Attorney, in the amount of \$8,216.00, in compliance with MCA Section 41-29-181.
6. Request permission to hire Hannah Carmean as a Communication Officer effective November 5, 2019 and set rate of pay pursuant to the memo.

Alderman Vinson made the motion to approve agenda items 6.1-6.6, in accordance with the related memos from the Police Department, which are appended hereto, seconded by Alderman Corley and upon unanimous vote the motion carried.

7. BRIAN ROBERTS, FIRE DEPARTMENT

1. Monthly Reports:
 - a. Siren Report; functions properly: N Issues: n/a
 - b. EMS Report; # of P1 calls: 186 Average Response Time: 7:23
2. Request permission to hire Daniel Vance as a certified Firefighter and Paramedic effective November 5, 2019 and set rate of pay pursuant to the memo.
3. Accept the FY 2019 Homeland Security Grant Program (19HS128) in the amount of \$19,125.00 that will be used to purchase fire equipment and authorize the Mayor, City Clerk and Fire Chief to execute any related documents.

Alderman Morris made the motion to approve agenda items 7.2 and 7.3, in accordance with the related memos from the Fire Department, which is appended hereto, seconded by Alderman Dobbs and upon unanimous vote the motion carried.

8. CHARLES SMITH, PUBLIC WORKS DEPARTMENT

1. Consideration to approve Landmark Structures pay request #1 in the amount of \$212,548.25 with regard to the Elevated Water Tanks Project and authorize payment of the same.
2. Consideration to declare an emergency the water line repairs on Highway 18 near Provonce Subdivision from Utility Constructors in the amount of \$5,220.00 and authorize payment of the same.
3. Consideration to declare an emergency the water line repairs at 1291 W. Government Street from Utility Constructors in the amount of \$11,255.00 and authorize payment of the same.

4. Request permission to purchase a new HVAC system for the Public Works Shop from Indoor Air Quality, as the lowest and best quote received, in the amount of \$6,100.00 and authorize payment of the same.

Alderman Coker made the motion to approve agenda items 8.1–8.4, in accordance with the related memos from the Public Works Department, which are appended hereto, seconded by Alderman Corley and upon unanimous vote the motion carried.

5. Request permission to purchase two (2) 7’X20’ equipment hauler trailers from J&J Equipment, as the lowest and best quote received, in the total amount of \$15,900 and authorize payment of the same.
6. Request permission to change employment status of Utility Clerk I, Latoya Heckard from full-time to part-time effective November 4, 2019.
7. Request permission to hire Quarntina Gandy as a full-time Utility Clerk I effective November 5, 2019 and set rate of pay pursuant to the memo.
8. Consideration to approve the utility adjustments/denials.

Alderman Morris made the motion to approve agenda items 8.5 – 8.8, in accordance with the related memos from the Public Works Department, which are appended hereto, seconded by Alderman Middleton and upon unanimous vote the motion carried.

9. MATTHEW DODD, COMMUNITY DEVELOPMENT DEPARTMENT

1. Consideration to set public hearings on November 18, 2019 during the regular board meeting for:
 - a. Consideration of a Dimensional Variance request for Roland Ryan, Jr. located at 124 Summit Ridge Drive (Parcel #H9J-10-330).
 - b. Consideration of a Conditional Use Permit request for David and Richard Hopper (1.194 acres of Parcel #J8-58).
2. Request permission for Matthew Dodd to travel to New Albany, MS to attend the MS Urban Forestry Council annual conference on November 7, 2019.

Alderman Dobbs made the motion to approve agenda items 9.1(a)-(b) – 9.2, in accordance with the related memos from the Community Development Department, which are appended hereto, seconded by Alderman Coker and upon unanimous vote the motion carried.

10. RAMIE FORD, PARKS AND RECREATION

1. Request permission to advertise in the Rankin County News for various city events during FY20, not to exceed \$2,500.00, for the purpose of advertizing and to bring favorable notice of opportunities and possibilities of the city, first finding that this mode of advertising is in the best interests of the citizenry.

Alderman Coker made the motion to approve agenda item 10.1, in accordance with the related memo from the Parks and Recreation Department, which is appended hereto, seconded by Alderman Corley and upon unanimous vote the motion carried.

11. ANGELA BEAN, CITY CLERK

1. Consideration to approve the resolution in support of Small Business Saturday on November 30, 2019.
2. Consideration to renew the firewall professional services support contract with Techsource in the amount of \$530.00 per month and authorize the Mayor to execute the same.
3. Request permission to renew the property, auto and equipment insurance with Travelers for 2020 in the amount of \$129,191.00 and authorize the City Clerk to execute all related documents.
4. Consideration to approve fiscal year 2019 budget amendments pursuant to the memo.
5. Request permission to destroy documents in accordance with the MDAH retention schedule pursuant to the memo.
6. Consideration to approve the:
 - a. Docket of claims for October 22 & 25 and November 4 & 5, 2019.
 - b. Fox Everett claims released on October 31, 2019.
 - c. Electronic fund transfers for October 2019.

Alderman Corley made the motion to approve agenda items 11.1-11.6(a)-(c) in accordance with the related memos from the City Clerk, which are appended hereto, seconded by Alderman Coker and upon unanimous vote the motion carried.

ADJOURN

Alderman Corley made the motion to adjourn the Regular Board Meeting, seconded by Alderman Dobbs and upon unanimous vote the motion carried. (Next Regular Board Meeting November 18, 2019).

Minutes approved this the 18th day of November 2019.

Attest:



Hon. Angela Bean, City Clerk





Butch Lee, Mayor