

MINUTES OF THE REGULAR BOARD MEETING OF THE  
MAYOR AND BOARD OF ALDERMEN OF THE CITY OF BRANDON, MISSISSIPPI  
OF FEBRUARY 3, 2025 AT 6:00 P.M.  
MAYOR BUTCH LEE, MAYOR PRESIDING

1. CALL TO ORDER – Mayor Lee and Aldermen Farris, Middleton, Womack, Williams, Vinson Craine and Coker were present.
2. INVOCATION AND PLEDGE OF ALLEGIANCE – Alderman Womack gave the invocation and Alderman Middleton led the Pledge of Allegiance.
3. PUBLIC COMMENTS AND RECOGNITIONS
4. OLD BUSINESS
  1. Approve the Work Session and Regular Board Meeting Minutes of January 21, 2025.

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. Adopt a resolution of the Mayor and Board of Aldermen of the City of Brandon, Mississippi declaring support for the preservation of the Federal Tax Exemption of Municipal Bonds.
2. Authorize Benchmark Engineering to prepare plans and specifications for the Hwy. 18 Water and Sewer Improvements Project for the East Metropolitan Center Industrial Park.  
<https://governorreeves.ms.gov/mississippi-110-million-investment-lays-foundation-forfuture-economic-development-success/>
3. Authorize and accept the professional services proposal for ROW Tree Removal (Project #4) by Specialty Tree Service in the amount of \$76,000.00, which was selected by the Tree Evaluation Committee (consisting of Sharon Womack, Jarrad Craine, and David Farris) as the best submission, for professional tree removal services at various areas in the City consistent with the request for submissions, which is appended.
4. Pay the invoice for the City's 2025-2026 Top Dog Level Sponsorship for purposes of advertising and bringing into favorable notice the opportunities, possibilities and resources of the City of Brandon, first finding that this mode of advertising is in the best interest of the citizenry.
5. Authorize the Mayor, Aldermen, and City Clerk to travel to Biloxi, MS to attend the 2025 MS Municipal League Annual conference on July 19-24, 2025, and authorize payment of related registration and travel expenses.
6. Approve going cashless for live ticketed concert events and other events/activities at the Brandon Amphitheater and City Hall Live, as recommended, to include ticket sales, merchandise and concessions.

Alderman Womack made the motion to approve agenda items 5.1-5.6, in accordance with the memos from the Mayor's Office, which are appended hereto, seconded by Alderman Craine and upon unanimous vote the motion carried.

7. MARY ANN HESS, CITY CLERK

1. Approve professional services agreements for the purposes of promoting tourism, parks and recreation in accordance with HB1521 (2023 MS Legislative Session) and other lawful and related purposes; authorize the Mayor to execute the same; and approve payment of all show related expenditures:
  - Union Station Land, Inc. (Alison Krauss & Union Station) - 05.03.2025 - Brandon Amphitheater –
  - Willie Watson Company - 5.3.2025
2. Approve Brandon Amphitheater sponsorship agreements for the 2025 concert season and authorize the Mayor to execute the same for the following sponsors:
  - Mississippi Lottery Corporation
  - Visit Mississippi (MDA)
3. Authorize participation in the Entergy MS Small Business Solutions Program (energy program) and approve a professional services participation agreement related thereto, to-wit: Fire Station #2 – Grants Ferry Road in the amount of \$1728.00 and authorize the Mayor to execute all necessary documents and authorize payment.
4. Approve:
  - a. Docket of Claims for February 3, 2025.
  - b. Fox Everett claims released on February 7, 2025.
  - c. Electronic fund transfers for January 2025.

Alderman Farris made the motion to approve agenda items 7.1-7.4 (a)-(c), in accordance with the memos from the City Clerk's Office, which are appended hereto, seconded by Alderman Coker and upon unanimous vote the motion carried.

8. CARLY DEARMAN, PUBLIC WORKS DEPARTMENT

1. Authorize preparation of plans and specification and advertisement for bids for the Felicity Street Sidewalk Improvements Project.
2. Authorize preparation of plans and specifications and advertisement for bids for the West Sunset Drive Waterline Replacement Project.
3. Declare as an emergency in accordance with MCA Section 31-7-13(k) and authorize the repairs to the CentrepoinTE Lift Station, approve the following invoices related to the emergency repairs, and authorize payment of the same.
  1. Harvey Services, Inc. – invoice #7359 - \$24,814.88 – rebuild both pumps in lift station & replace soft start
  2. Hydra Services, Inc. – invoice #184885 - \$4,160.45 – trailer mounted bypass pump rental 12/14/2024 – 1/11/2025
  3. Hydra Services, Inc. – invoice #185184 - \$2,093.55 – trailer mounted bypass pump rental 1/12/2025 – 1/20/2025 (final return quantities)

4. Reject the FY25 Concrete Construction Services Commodity bids received on January 21, 2025 and authorize advertisement for bids the commodities with revised specifications.
5. Approve Pay Request #1 in the amount of \$55,917.00 from Woodward Contracting, LLC for the Trustmark Bank Property Waterline Project and authorize payment of the same.
6. Approve the Professional Services Agreement with TWS, Inc., for water operator services and authorize the Mayor to execute the same.
7. Approve Pay Request #2 FINAL in the amount of \$8,910.00 from Duraco Construction, Inc. for the Pecan Circle Drainage Improvements Project and authorize payment of the same. Pay Request 2 FINAL is the finalization for this project.

Alderman Williams made the motion to approve agenda items 7.1-7.7, in accordance with the memos from the Public Works Department, which are appended hereto, seconded by Alderman Vinson and upon unanimous vote the motion carried.

8. Approve Pay Request #5 in the amount of \$117,311.54 from Eubank Construction Company, Inc. for the Highway 18 Highway 468 Sewer Force Main Replacement Project and authorize payment of the same.
9. Approve the utility adjustment approvals and denials pursuant to the memo, first finding that because of unforeseen circumstances, the customer did not receive the benefits of the utility service thereby warranting a reduction or compromise.
10. Approve the following invoices from Hemphill Construction Company for the Hunters Woods Sewer Repair Project Phase I - Group 3 of 6 and authorize payment of the same. ( All repairs invoiced were at the FY24 General Construction Services Commodity Bid prices.)
  1. Near 148 Fern Valley Road – H24192-01-55082 - \$18,054.09
  2. Near 147 Fern Valley Road – H24192-01-55079 - \$9,823.00
  3. Near 122 Forest Ridge Court – H24192-01-55078 - \$10,093.50
  4. Near 155 Post Hill Road – H24192-01-55077 - \$8,925.95
  5. Near 163 Post Hill Road – H24192-01-55084 - \$11,617.00
  6. Near 166 Summit Ridge Drive - H24192-01-55083 - \$13,797.00
11. Authorize advertisement for bids for the Grants Ferry Parkway Shared Use Path LPA Project.
12. Approve the following from Griner Drilling Service, Inc. for the Cornerstone Water Well Project.
  1. Approve Change Order #1 at a decrease in the project cost of \$126,370.90 and authorize the Mayor to execute the same.
  2. Approve Pay Request #2 in the amount of \$1,242,456.65 (including Change Order #1) and authorize payment of the same.
13. Approve Change Order 2 from Adcamp, Inc. at an increase in the 2024 Street Overlay Project in the amount of \$50,797.50 and authorize the Mayor to execute the same, first finding that after the original contract was let this change or modification to the original contract is necessary and will better serve the purposes of the City and that this change is not being made to circumvent the public purchasing statutes but instead is being

made in a commercially reasonable manner. (Dell Blvd. was damaged as the result of the work performed under the subject contract and requires repair. To insure that the change is commercially reasonable, the City solicited a second quote from AJ Construction, Co., which is appended hereto, which proposed to do the same work for \$69,525.00).

Alderman Coker made the motion to approve agenda items 7.8-7.13, in accordance with the memos from the Public Works Department, which are appended hereto, seconded by Alderman Craine and upon unanimous vote the motion carried.

**9. SAM HAWKINS, COMMUNITY DEVELOPMENT**

1. Set a public hearing during the Regular Board Meeting on March 3, 2025 at 6:00 p.m. regarding the comprehensive plan for the City of Brandon and approve the publication of the public notice.
2. Set public hearing for Conditional Use application case # 25-002 for during the Regular Board Meeting on February 18, 2025, at 6:00 p.m. re: 724 S. College St - parcel # 18F-8.

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

3. Authorize Cassie Burnette to sign utility permits.

Alderman Farris made the motion to approve agenda item 8.3, 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**

	<b>PD Monthly Activity Report - Jan. 2025</b>	
1	Calls for Service	1412
2	Motor Vehicle Accidents	77
3	Reports: Incidents / Supplemental	200
4	Arrests	28
5	Sanitation: Road Trash Detail Bags	304

1. Authorize permission to purchase four (4) license plate readers from Insight LPR, LLC in the amount of \$32,200.00 as the lowest and best quote received. (The purchase will be reimbursed by the Homeland Security Grant.)

Alderman Womack made the motion to approve agenda item 10.1, in accordance with the memo from the Police Department, which is appended hereto, seconded by Alderman Vinson and upon unanimous vote the motion carried.

11. BRIAN ROBERTS, FIRE CHIEF

FD Monthly Activity Report - Jan. 2025							
		Active	Not Active	Problem Locations:			
1	Weather Sirens	18	2	Greenbrook Dr & Hwy 468-Armory			
2	Pafford P1	# Calls	208	Avg Resp Time	9:08		
3	BFD	# Calls	263	Avg Resp Time	5.68		
		Fire	EMS	Wrecks	Training	Inspections	Other
		7	168	20	265	28	68

1. Approve travel to Philadelphia, MS for the MS Fire Service Instructors Assoc. Annual Training Conference March 5-7, 2025, for Chief Roberts and Division Chief King.
2. Purchase five (5) sets of turn-out gear from Delta Fire and Safety on state contract (#8200072844, 8200072844) in the amount of \$17,100.00 and authorize purchase. (This purchase will be made from state insurance rebate funds).
3. Approve and accept the terms for the Homeland Security State and Local Cybersecurity grant program -Batch 2 and authorize submission of the MOHS interest survey form and the State and Local Cybersecurity grant program MOU/Consent form indicating the City's interest in participating and further authorize the Mayor to execute all related documents.
4. Change the employment status for Firefighter Justin "Eli" Watkins from a full time to a part-time firefighter effective February 3, 2025, and set his 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 Fire Department, which are appended hereto, seconded by Alderman Womack 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 Craine and upon unanimous vote the motion carried.

Alderman Williams then made the motion to enter into Executive Session to discuss potential litigation, the acquisition of real property, and personnel matters in the police department, seconded by Alderman Coker and upon unanimous vote the motion carried.

Alderman Womack made the motion to authorize the City Attorney to pursue resolution of the Orleans Way irrigation contract issue, seconded by Alderman Coker and upon unanimous vote the motion carried.

Alderman Farris made the motion to authorize the Mayor to execute an extension of the Purchase/Sale contract of the Old Styron's Restaurant, seconded by Alderman Williams and upon unanimous vote the motion carried.

Alderman Williams made the motion to resume the Regular Board Meeting out of Executive Session seconded by Alderman Craine and upon unanimous vote the motion carried.

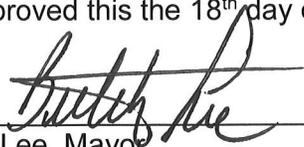
(That there were votes taken in Executive Session regarding potential litigation and the acquisition of real property, was announced upon resuming the Regular Board Meeting out of Executive Session).

13. ADJOURN

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

(Next Regular Board Meeting: February 18, 2025 (as President's Day is the 17th)

Minutes approved this the 18<sup>th</sup> day of February 2025.



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Hon. Butch Lee, Mayor

Attest:

  
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Hon. Mary Ann Hess, City Clerk