

MINUTES OF THE REGULAR BOARD MEETING OF THE
MAYOR AND BOARD OF ALDERMEN OF THE CITY OF BRANDON, MISSISSIPPI
OF APRIL 7, 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 Vinson gave the invocation and Alderman Craine led the Pledge of Allegiance.
3. PUBLIC COMMENTS AND RECOGNITIONS:
 - Kristi Ivy, 3039 Louis Wilson Drive. Discussed issues regarding her inability to obtain a building permit for a house.
4. OLD BUSINESS

1. Approve the Regular Board Meeting Minutes of March 17, 2025.

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

2. Amend the March 3, 2025 Minutes (that were adopted at the March 17, 2025 Meeting) to delete Section 6-2, which reads "Approve an Amphitheater sponsorship agreement with Bottle Tree Beverage Company for the 2025 concert season and authorize the Mayor to execute the same" as that item was removed from the agenda before the meeting and was inadvertently included in the Minutes as presented and approved.

Alderman Coker made the motion to approve agenda item 4.2, in accordance with the memo from the Mayor's office which is appended hereto, seconded by Alderman Womack and upon unanimous vote the motion carried.

5. BUTCH LEE, MAYOR

1. Conduct a Public Hearing on the Comprehensive Plan and adopt the Comprehensive Plan.

The Public Hearing as continued from the March 17, 2025 Regular Board Meeting, which was continued from the March 3, 2025 Regular Board Meeting, was opened for additional public comment. No additional public comments were presented. The City's Planning Expert, Ms. Gray Ouzts with the Central Mississippi Planning and Development District presented the final draft of the proposed Comprehensive Plan, which is appended hereto. All matters and things presented and occurring with regard this Public Hearing as initially commenced on March 3, 2025 and continued to March 17, 2025 and continued to this meeting are incorporated herein by reference. There being no further comments, the Public Hearing was then closed.

2. Approve the following related to the implementation of the CDBG Emerald Sewer Extension Project:
 1. Authorize publication of the "FONSI-and-RROF" attachment on April 16th, 2025.
 2. Authorize the Mayor to sign an environmental letter known as "Part-58" attachment.
3. Approve a 2025 Rate Schedule for Professional Services from Neel- Schaffer, Inc. for future approved professional services.
4. Approve a 2025 Rate Schedule for Professional Services from Pickering Engineering for future approved professional services.
5. Adopt an order proclaiming April as "Fair Housing Month".
6. Hire Gayle Clark as a box office ticket sales part-time employee effective April 8, 2025, and set rate of pay in accordance with the memo.

Alderman Womack made the motion to approve agenda items 5.2-5.6, in accordance with the memos from the Mayor's Office, which are appended hereto with attachments, seconded by Alderman Farris and upon unanimous vote the motion carried.

6. MARY ANN HESS, CITY CLERK

1. Approve professional services agreements which are appended hereto, 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:
 - Styx – Live Nation Sell-off Agreement Brandon Amphitheater
 - Tami Neilson
 - Breaking Benjamin-Stained – Live Nation Sell-Off Agreement
 - Three Twenty Four Touring Inc. - Ole60
 - Holy Dawg Touring - Fox 'N Vead
2. Accept the fiscal year 2024 Continuing Disclosure Statement as prepared by Butler Snow and to pay their invoice of \$3,000.00.
3. Approve a Brandon Amphitheater sponsorship agreement for the 2025 concert season with Bottle Tree Beverage Company and authorize the Mayor to execute the same.
4. Surplus approximately 55 fluorescent light fixtures and 5 wall sconce lights and authorize the sale of the same on govdeals, first finding that the same are no longer of use to the City

5. Approve:

- a. Docket of Claims and Addendum for April 7, 2025
- b. Fox Everett claims released on March 20 and April 3, 2025.
- c. Electronic fund transfers for March 2025.

Alderman Coker made the motion to approve agenda items 6.1-6.5 (a)-(c), in accordance with the memos from the City Clerk's Office, which are appended hereto with attachments, seconded by Alderman Craine and upon unanimous vote the motion carried.

7. CARLY DEARMAN, PUBLIC WORKS DEPARTMENT

1. Approve a Professional Services Agreement with Ambiance Landscape for mowing and string cutting at the Brandon Amphitheater and a portion of Marquette Road and authorize the Mayor to execute the same.
2. Declare as an emergency in accordance with MCA Section 31-7-13(k) the replacement of the traffic signal cabinet on Highway 18 at 1-20 Eastbound due to a traffic accident and approve invoice #M2025.32 in the amount of \$21,539.00 from Lewis Electric, Inc., and authorize payment of the same.
3. Approve utility adjustment approvals and denials pursuant to the memo, first finding that the approvals are because of unforeseen circumstances and the customer did not receive the benefit of the service thereby warranting a reduction or compromise.
4. Approve Pay Request 6 in the amount of \$75,173.70 from Hemphill Construction Company for the Burnham Road Waterline Improvements Project and authorize payment of the same.
5. Award the bid in the amount of \$480,480.00 to ERS, Inc. for the Richland Creek Stonebridge NRCS EWP Ditch Project as the lowest and best bid received and to append all related documents to the Minutes and to authorize the Mayor to execute contract documents.
6. Spread on the minutes check #112749 in the amount of \$13,673.33 from Hemphill Construction Services for overage paid on final quantities for the Highway 80 Signal Improvements Project Stonegate Drive & Woodgate Drive.
7. Declare as an emergency in accordance with MCA Section 31-7-13(m)(ii), the repairs to the VX30-500 Vacuum Excavator- SN 2172, first finding that the extent of the needed repairs was not known before disassembly and approve the itemized invoice #00353477 in the amount of \$6,520.50 from Vermeer Midsouth and authorize payment of the same.
8. Declare as an emergency in accordance with MCA Section 31-7-13(k) and (m)(ii), regarding the repair of the spare pump for Provance Park Lift Station, first finding that the extent of the needed repairs was not known before disassembly, and approve the itemized invoice #7394 in the amount of \$5,202.74 from Harvey Services, Inc., and authorize payment of the same.

Alderman Williams made the motion to approve agenda items 7.1-7.8, in accordance with the memos from the Public Works Department, which are appended hereto with attachments, seconded by Alderman Craine and upon unanimous vote the motion carried.

9. Award the Concrete Construction Services bid for FY25 as follows.
This bid will be in effect immediately thru September 30, 2025.
 - **Concrete Curb and Gutter per LF**
 - **0 to 199lf** - Award to NJ Farms as the lowest and best bid received.
 - **120lf or greater**- Award to Warren Building Company as the lowest and best bid received.
 - **Concrete Sidewalks per SF, 4" thick**
 - **0 to 199sf** - Award to NJ Farms as the lowest and best bid received.
 - **200sf or greater**- Award to Warren Building Company as the lowest and best bid received.
 - **Concrete Drainage Structures per CY** - Award to NJ Farms as the lowest and best bid received.
 - **Concrete Driveway & Roadways per CY** - Award to NJ Farms as the lowest and best bid received.
10. Authorize Hollan Silcox and Robert Brent King to travel and attend the 2025 MSRWA Annual Conference in Biloxi, MS on May 27-30, 2025, for water and sewer CEU hours.
11. Approve Change Order #1 in the amount of \$30,746.21 from Thornton Construction Company for the Cornerstone Grants Ferry Parkway Waterline Extension Project pursuant to the memo, first finding that after the construction contract was let these changes to the original contract are necessary and will better serve the purpose of the City and that such changes are being made in a commercially reasonable manner and are not being made to circumvent the public purchasing statutes, and authorize the Mayor to execute the same.
12. Accept the quote in the amount of \$46,022.50 to NJ Farms, Inc. for the Marquette Road Multi-Use Path Extension Project as the lowest and best quote received, subject to receipt of required insurance information and performance and payment bonds, and authorize the Mayor to execute related documents.
13. Authorize preparation of specifications and advertisement for bid one (1) new on-site generator for Appleridge Lift Station. This item is budgeted for FY25.
14. Approve the following invoices from Hemphill Construction Company for non-emergency repairs at the FY25 General Construction Services pricing and authorize payment of the same.

1. Near 601 Marquette Road - \$7,891.96 - invoice#: H24192-01-56071 - raised fire hydrant
 2. 55 Terrapin Hill Road North - \$51,178.39 - invoice#: H24192-05-55175 (FINAL) - storm drain pipe replacement
 3. 286/288 Cornerstone Drive - \$30,189.45 - invoice#: H24192-05-52067 (FINAL) - storm drain pipe replacement
 4. 302 Westwood Place - \$4,782.82 - invoice#: H24192-05-52653 - manhole repair
 5. Poindexter Street near Dining Street - \$9,115.78 - invoice #: H24192-05-56630 - sewer point repair
15. Approve the following invoices from Hemphill Construction Company for emergency repairs in accordance with MCA Section 31-7-13(k) at the FY25 General Construction Services commodity bid pricing and authorize payment of the same:
1. \$9,522.38 – invoice# H24192-05-57220 for emergency sewer point repairs as a result of damage by utility contractor.
 2. \$10,646.88 – invoice# H24192-05-57225 for emergency water leak repair at Marquette Road and Boyce Thompson.
16. Accept the bid in the amount of \$1,533,103.75 from Thornton Construction Company for the Grants Ferry Parkway Shared Use Path LPA Project as the lowest and best bid received, and award the same and authorize the Mayor to execute all contract documents.
17. Authorize Benchmark Engineering to prepare plans and specifications and to advertise for bids for the Stribling Lane/Disotell Blvd Improvements Project 2025.

Alderman Farris made the motion to approve agenda items 7.9-7.17, in accordance with the memos from the Public Works Department, which are appended hereto with attachments, seconded by Alderman Coker and affirmative vote of the members as to all items with the exception of Item #16 wherein Alderman Vinson voted “NAY”, the motion carried.

8. SAM HAWKINS, COMMUNITY DEVELOPMENT

1. Set public hearing during the Regular Board Meeting on April 21, 2025 - Case# 25-004 – re: conditional use application to operate bed and breakfast at 1012 Stonehendge Dr (parcel# H9M-11-720).

Alderman Williams made the motion to approve agenda item 8.1, in accordance with the memo from the Community Development Department, which is appended hereto with attachments, seconded by Alderman Coker and upon unanimous vote the motion carried.

2. Adopt the final plat for Collier Crossing Subdivision Phase 2.

Alderman Vinson made the motion to approve agenda items 8.2, in accordance with the memo from the Community Development Department, which is appended hereto with attachments, seconded by Alderman Williams and upon unanimous vote the motion carried.

3. Approve the development review application submitted by Manning & Manning Construction to construct an 1,834 square foot Men's Clinic.

Alderman Vinson made the motion to approve agenda item 8.3, in accordance with the memo from the Community Development Department, which is appended hereto with attachments, seconded by Alderman and upon unanimous vote the motion carried.

9. JOSEPH FRENCH, POLICE CHIEF

	PD Monthly Activity Report - March 2025	
1	Calls for Service	1917
2	Motor Vehicle Accidents	94
3	Reports: Incidents/ Supplemental	241
4	Arrests	40
5	Sanitation: Road Trash Detail Bags	385

1. Accept the resignation of Andrew Leverette as a Police Officer for the City of Brandon effective April 3, 2025.
2. Authorize Dispatcher Lawanda Lucien to travel as follows:
 - Collins, Mississippi to participate in the NECI Domestic Violence class on April 8, 2025.
 - Collins, Mississippi to participate in the NECI Legal Liability class on April 15, 2025.
 - Hazelhurst, Mississippi to participate in the suicide prevention class on April 21- 22, 2025.
3. Authorize Sergeant Gerrad Bacon and Officer Palmer Robbins to travel to DeSoto County, Mississippi May 19, 2025, to attend the Glock Armorer course.
4. Authorize Sergeant Jerry Spell to travel to Oxford, Mississippi to participate in the FBI LEEDA Executive Leadership Institute on June 1-6, 2025.
5. Authorize Captain Brian Elwell, Sergeant Conner Smith, Officer Cody Moulds and Officer Palmer Robbins to travel to Bay St. Louis, Mississippi on June 8-13, 2025 to attend the MLEOA training conference.

Alderman Womack made the motion to approve agenda items 9.1-9.5, in accordance with the memos from the Police Department, which are appended hereto with

attachments, seconded by Alderman Farris and upon unanimous vote the motion carried.

10. BRIAN ROBERTS, FIRE CHIEF

		# Active	# Not Active	Locations			
1	Weather Sirens	18	2	Greenbrook, Hwy 468 - Armory			
		# Calls	Avg Resp Time				
2	Pafford P1	199	10:19				
		# Calls	Avg Resp Time	Fire	EMS	Wrecks	Other
3	BFD	258	5:48	5	152	23	78
	Training Hrs:	766	Inspections:	30	PE Hrs:	1	

Fire Monthly Activity Report March 2025

1. Authorize Captain Travis Cohn to travel to Phenix City, Alabama to participate in MS Fire Academy's Surface and Swift Water training class from May 11, 2025-May 14, 2025 for Captain Travis Cohn.
2. Authorize Battalion Chief Eric Stringer to travel to Pueblo, Colorado to participate in an Alternative Fuels and Flammable Incident Response and Management class from April 6 to April 12, 2025.
3. Hire Josh Dougay as a part-time Firefighter/ EMT at the rate of pay per memo.
4. Authorize Chief Roberts to apply for the 2025 Homeland Security Grant and authorize Mayor Lee and Chief Roberts to execute all related documents.

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

11. 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 involving the Events Department and potential litigation involving the enforcement of the Section 14-71 of Code of Ordinances, seconded by Alderman Womack and upon unanimous vote the motion carried.

Alderman Coker made the motion to make an offer of employment to the person discussed in Executive Session as Events Director at \$100,000 per year, seconded by Alderman Williams and upon unanimous vote the motion carried.

Alderman made the motion to resume the Regular Board Meeting out of Executive Session

seconded by Alderman and upon unanimous vote the motion carried.

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

13. ADDITIONAL ITEM: DOR RESOLUTION RE: EXTENDING HOURS FOR ON-PREMISES PERMITTEES

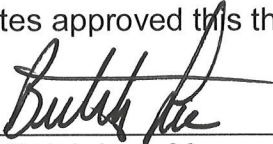
Alderman Williams made the motion to adopt a Resolution to Petition the Department of Revenue to permit sales by On-Premises Permittees located within the municipality during extended hours (7:00 a.m. through 1:00 a.m. Monday through Sunday), seconded by Alderman Coker and upon unanimous vote the motion carried.

14. ADJOURN

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

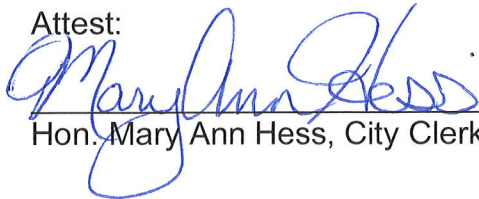
(Next Regular Board Meeting: April 21, 2025)

Minutes approved this the 21st day of April 2025.



Hon. Butch Lee, Mayor

Attest:



Hon. Mary Ann Hess, City Clerk

