

MINUTES OF THE REGULAR BOARD MEETING OF THE  
MAYOR AND BOARD OF ALDERMEN OF THE CITY OF BRANDON, MISSISSIPPI  
OF APRIL 21, 2025 AT 6:00 P.M.  
MAYOR BUTCH LEE, MAYOR PRESIDING

1. CALL TO ORDER - Mayor Lee and Aldermen Womack, Williams, Vinson Craine and Coker were present. Aldermen Farris and Middleton were absent.
2. INVOCATION AND PLEDGE OF ALLEGIANCE - Alderman Williams gave the invocation and Alderman Womack led the Pledge of Allegiance.

3. PUBLIC COMMENTS AND RECOGNITIONS:

- John Smith, 304 Afton Drive, Brandon, Mississippi. Expressed complaints about drainage issues behind Raintree neighborhood.
- Lee Purvis, 608 West Sunset Drive. Expressed concerns about certain repairs to his water service line and credit received from the City.
- Edwin Sallis introduced Jennifer Lay as the new Main Street Executive Director. Ms. Lay then addressed the Board.

4. OLD BUSINESS

1. Approve the Regular Board Meeting Minutes of April 7, 2025.

Alderman Womack made the motion to approve agenda item 4.1, seconded by Alderman Craine and upon affirmative vote of the members present the motion carried.

5. BUTCH LEE, MAYOR

1. Approve request for assistance from CMPDD to aid the City in submitting an application for the FY 2023 EDA Public Works and Economic Adjustment Assistance; to designate the Mayor to act as a representative of the City and to authorize the Mayor to execute all necessary forms and documents on behalf of the City.
2. Approve a professional services contract with CMPDD to assist the City with comprehensive amendments to the City's Zoning Ordinance, upon the adoption of the Comprehensive Plan, in the amount of \$18,500.00, and authorize the Mayor to execute the same.
3. Approve professional services agreement with Pickering Firm for updating the water and sewer masterplans in the amount of \$150,000.00 and authorize the Mayor to execute the same.
4. Approve annual sponsorship to the Brandon B Club for purposes of advertising and bringing into favorable notice the opportunities and possibilities of the City, first finding that this mode of advertising is in the best interests of the citizenry.

5. Approve Wier, Boerner and Allien to prepare plans for the City Hall Remodeling Project and authorize advertisement for bids.
6. Hire Charles Pitcox as Events Services Coordinator, effective May 1, 2025, and set rate of pay in accordance with the memo.
7. Adopt Resolution re: Professional Services re: VIP Room Catering and approve professional services agreement with Catered Occasions of MS, LLC, and authorize the Mayor to execute the same and approve payment for Willie Nelson concert consistent therewith.

Alderman Coker made the motion to approve agenda items 5.1-5.7, in accordance with the memos from the Mayor's Office, which are appended hereto with attachments, seconded by Alderman Craine and upon affirmative vote of the members present the motion carried.

#### 6. MARY ANN HESS, CITY CLERK

1. Adopt an Order dispensing with the General Election on June 3, 2025, in accordance with Mississippi Code Ann. Section 23-15-361.
2. Adopt an Order Approving an Application from Metalcraft of Mayville/SCAG Power Equipment for Freeport Warehouse license for its warehouse and storage facility at 1046 Hwy. 471, Brandon, MS and for exemption from Municipal Ad Valorem Taxes as authorized by Section 27-31-51 et seq. of the Mississippi Code of 1972, as amended, relating to personal property consigned to a freeport warehouse and authorize the Mayor to execute the same and to provide to the appropriate taxing authorities.
3. Adopt an Amphitheater sponsorship agreement between the City of Brandon and RCC Roofing & Construction and authorize the Mayor to execute the same.
4. Adopt an Amphitheater sponsorship agreement between the City of Brandon and Brown Bottling and authorize the Mayor to execute the same.
5. Consideration to approve:
  - a. Docket of Claims for April 21, 2025.
  - b. Electronic fund transfers for the month of April 2025.

Alderman Vinson made the motion to approve agenda items 6.1-6.5 (a)&(b), in accordance with the memos from the City Clerk's Office, which are appended hereto with attachments, seconded by Alderman Womack and upon affirmative vote of the members present the motion carried.

## 7. CARLY DEARMAN, PUBLIC WORKS DEPARTMENT

Public Works Monthly Activity Report - March 2025							
1	Protel Calls		Meter Svr Calls	Customer Leak	Other		
	4,240			399	359		
2	Work Orders	Reported	Water	Sewer	Streets	Drainage	Other
			138	52	48	27	82
		# Completed	Water	Sewer	Streets	Drainage	Other
			132	45	53	17	80
3	Locate Requests	428	Utilities Billed	\$1,219,420.66	Collected	\$925,637.31	

1. Approve the following for the Dining Poindexter New Parking Lot Project.
  1. Approve Pay Request #4 in the amount of \$149,077.84 from Hemphill Construction Company for the Dining Poindexter New Parking Lot and authorize payment of the same.
  2. Approve Change Order 1 at an increase in the project costs of \$13,456.54 and authorize the Mayor to execute the same. Change Order 1 is for the installation of a drainage basin and pipe to redirect offsite water flow from the new parking lot.
2. Approve Pay Request #2 in the amount of \$63,281.45 from Hemphill Construction Company for the Highway 80 Waterline Improvements Project and authorize payment of the same.
3. Adopt an Ordinance authorizing the waiver of building permit fees, water and sewer tap fees and meter deposit for governmental entities.
4. Waive the water and sewer tap fees and the meter deposit for the new Rankin County units facility located on Eastmark Drive pursuant to the memo.
5. Declare as an emergency in accordance with MCA Section 31-7-13(k) the repairs to the Richland Creek Lift Station and approve the following invoices for repairs and authorize payment of the same. (Additional invoices will be received for the remaining repairs and rentals at the site upon completion.)
  - Harvey Services - invoice #7497 - \$35,851.19 - rebuilt of pump 2, removal and reinstallation of pump 2, crane services, installation and connection of motor leads, & removal of pump 1 for rebuild
  - Harvey Services - invoice #7534 - \$5,667.50 - replacement of soft start
  - Hydra Services - invoice #187018 - \$11,849.65 - bypass pump rental - 2/28/2025-3/25/2025

6. Authorize Jerry Taylor, Public Works Sewer Laborer IV, to travel and attend the MWPCOA 2025 Annual Conference in Biloxi, MS, on May 14-16, 2025, for sewer training and CEU hours.

Alderman Womack made the motion to approve agenda items 7.1-7.6, in accordance with the memos from the Public Works Department, which are appended hereto with attachments, seconded by Alderman Craine and upon affirmative vote of the members present the motion carried.

#### 8. SAM HAWKINS, COMMUNITY DEVELOPMENT

1. Public hearing and board action regarding Case #25-004 - conditional use request to operate a bed and breakfast at 1012 Stonehendge Dr- Parcel# H9M-11-720.

The Public Hearing was held with respect to the referenced application whereupon the Director of Community Development advised that all of the pre-requisites to the public hearing have been met, and that the matter was presented to the Planning Commission which recommended denial of the same, and that the Community Development Department prepared a Staff Report #25-004 (which includes all attachments thereto) which also recommended denial of the application which is appended to the Minutes of the Public Hearing and thereafter the Director described the nature of the application and thereafter those in favor of or in opposition to the application were given the opportunity to come forward and speak whereupon no one spoke in favor of the application and Catherine Keith, 2034 S. Cooblestone Cv., Mary Dunaway, 1035 Cobblestone Place, Mike Meadows, 1008 Cobblestone Pl., and April Linville, 1002 Cobblestone Place spoke in opposition to the application. No additional public comments were received, and the Public Hearing was closed. Thereafter having considered the requirements of Section 9.7.2 of the Zoning Ordinance of the Code of Ordinances, and such other applicable authority, and further incorporating the Staff Report, the opinion of the Director, and things presented at the Public Hearing which are appended hereto, and the recording thereof and further incorporating such other facts and matters with respect to the same and all of the comments presented, and first finding that the applicant has failed to make satisfactory provision with respect to Section 9.7.2(a)-(h) of the Zoning Ordinance of the Code of Ordinances, including but not limited to failing to provide make satisfactory provision for off-street parking and because of the general incompatibility with adjacent properties in the neighborhood and other property in the district, and that the same is inconsistent with the City's overall development plan for bed and breakfasts to be connected to the downtown development district and further finding that the protective covenants with respect to the subject property filed in Book 865 at Page 148 of the land records of the Chancery Clerk of Rankin County, Mississippi, which are incorporated herein by reference, expressly restricts the use of each lot to "residential purposes only" and further defines "residential purposes" as a single-family home and excludes all

commercial and professional uses including apartments and multi-family uses and that the use of the property as a bed and breakfast is a use other than for single family residential purposes to include commercial purposes and accordingly is in contravention of the said protective covenants, Alderman Coker made the motion to deny the application, seconded by Alderman Vinson, and upon affirmative vote of the members present the motion carried.

2. Authorize the destruction of documents in accordance with MDAH retention schedule - closed privilege licenses from 2018.
3. Promote Cassie Burnette to Utility Permit Manager effective April 22, 2025, and set rate of pay in accordance with the memo.

Alderman Craine made the motion to approve agenda items 8.2 and 8.3, in accordance with the memos from the Community Development Department, which are appended hereto with attachments, seconded by Alderman Vinson and upon affirmative vote of the members present the motion carried.

#### 9. JOSEPH FRENCH, POLICE CHIEF

No action items.

#### 10. BRIAN ROBERTS, FIRE CHIEF

1. Accept the quote for two (2) Lifeline Arm CPR devices from Henry Schein in the total amount of \$23,956.00 plus shipping charges, as the lowest and best quote received and approve payment.

Alderman Coker made the motion to approve agenda item 10.1, in accordance with the memo from the Fire Department, which is appended hereto with attachment, seconded by Alderman Craine and upon affirmative vote of the members present the motion carried.

#### 11. EXECUTIVE SESSION

Alderman Coker made the motion to consider the need to enter into Executive Session, seconded by Alderman Vinson and upon unanimous vote the motion carried.

Alderman Womack then made the motion to enter into Executive Session to discuss personnel matters involving the Public Works Department and the acquisition of real property, seconded by Alderman Vinson and upon unanimous vote the motion carried.

Alderman Womack made the motion to acquire a sewer utility and access easement from Richard and Crystal Bradley for an existing lift station on Hwy. 468, and to approve as consideration for the easement the expenditure of not to exceed \$10,000 to construct a wooden fence/enclosure around the lift station, and to authorize the owners a single tap from their property or property immediately adjacent into the sewer main, at their expense, seconded by Alderman Vinson and upon affirmative vote of the members present the motion carried.

Alderman Womack made the motion to resume the Regular Board Meeting out of Executive Session seconded by Alderman Vinson 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).

## 12. ADDITIONAL ITEMS:

1. Accept the resignation of Karter Bounds effective immediately.

Alderman Craine made the motion to approve agenda item 12.1, in accordance with the memo from the Public Works Department, which is appended hereto with attachment, seconded by Alderman Williams and upon unanimous vote the motion carried.

## 13. ADJOURN

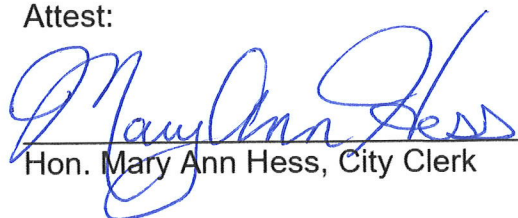
Alderman Womack made the motion to adjourn the Regular Board Meeting, seconded by Alderman Vinson and upon unanimous vote the motion carried.

(Next Regular Board Meeting: May 5, 2025)

Minutes approved this the 5<sup>th</sup> day of May 2025.

  
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Hon. Butch Lee, Mayor

Attest:

  
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Hon. Mary Ann Hess, City Clerk

