

AGENDA
BRANDON BOARD OF ALDERMEN & MAYOR
WORK SESSION
BUTCH LEE, MAYOR PRESIDING
AUGUST 12, 2024

1. CALL TO ORDER
2. INVOCATION AND PLEDGE OF ALLEGIANCE
3. BUTCH LEE, MAYOR
 1. Discussion on the timing and the appointment of David Farris, Jarrad Craine, and Sharon Womack to the RFQ Evaluation Committee regarding the ROW Tree Removal contractor.
 2. Discussion of the Rouse Elementary Traffic Report on Boyce Thompson.
 3. Discussion on the newly-approved funding project - Emergency Watershed Project (EWP) on Richland Creek in the City of Brandon. It is through the USDA NRCS and the purpose of the project is to rock riprap bank stabilization of active erosion areas on Richland Creek. The award is in the amount of \$336,600.00 with our matching share of \$102,000.00 for a total of \$438,600.00.
 4. Discussion of the Pecan Ridge Progress.
 5. Discussion on the 2024 Street Resurfacing Progress.
 6. Discussion of the Magic of Lights Contract.
 7. Discussion of the Reduction of Waste-Water Treatment (WRUA).
 8. Discussion of the Appointment to MML Board and Committees.
 9. Discussion on Rezoning Update for Rankin County.
 10. Discussion on the "Task Order #2", an agreement with Waggoner Engineering concerning the city-side storm water assessment in the amount of \$658,000.00. Further discussion is required to clarify the expectations of both the City and Waggoner regarding this study, specifically as to the topics included in the scope of work.
4. ADJOURN



MEMORANDUM

TO: HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN
FROM: BUTCH LEE
DATE: 08/09/2024
SUBJECT: ROW TREE REMOVAL PROF SERVICES

Discussion on the timing and the appointment of David Farris, Jarrad Craine, and Sharon Womack to the RFQ Evaluation Committee regarding the ROW Tree Removal contractor.

ATTACHMENTS:

1. RFQ - ROW TREE REMOVAL
2. 4088_001

**REQUEST FOR PROPOSAL
RIGHT OF WAY TREE CLEARING (PROJECT #3)**

The City of Brandon is soliciting proposals for a professional services contract for a right-of-way tree clearing project. Qualified contractors will meet the following qualifications:

1. Liability Insurance - \$1 million per person/occurrence and provide a Certificate of Insurance designating the City of Brandon as an additional insured
2. Proof of coverage of a workers compensation policy for their employees.
3. Number of years in tree business
4. Number of years working with the city
5. Available start date

Work will be scheduled with the Public Works Department with two (2) days advance notice. This is to allow ample time for preparation of traffic safety control measures to be established. City will provide Police/Fire/Public Works units during duration of work for additional public/contractor traffic control and safety while work is in progress.

The Qualified Bidder will have demonstrated a clean and safe job site on previous job sites.

Proposals should be sealed in an envelope and delivered to Brandon City Clerk Office at 1000 Municipal Drive on or before Thursday, August 15, 2024 at 4:00 p.m. Proposals will be opened 4:00 p.m., communicating bid amounts to all submitting proposals, and subsequently added to the Brandon City Board Meeting agenda for Monday, August 19, 2024 at 6:00 p.m. (or as soon thereafter as practical) for consideration to award the work, The Brandon City Board of Alderman reserves the right to reject all proposals.

GROUP #1 - LIST OF ROW TREE LOCATIONS:

- | | |
|----------------------------|--------------------------|
| 1. Martin Road | (critical) (grind stump) |
| 2. Michel Street – 2 | (grind stump) |
| 3. Longwood Drive – 2 | (grind stump) |
| 4. Dining Street – 1 | (grind stump) |
| 5. Woodland Drive – 1 | (grind stump) |
| 6. Eastwood Drive – 1 | (gum – grind stump) |
| 7. Legacy Drive – 1 | (oak – grind stump) |
| 8. Hwy 80 East – 1 | (oak – grind stump) |
| 9. Trickhambridge Road – 3 | (oak) |
| 10. North Street – 9 | (pine) |

These next 3 locations are not painted:

- | | |
|----------------------------|---------|
| 11. Mary Ann Drive – 1 | (oak) |
| 12. Louis Wilson Drive – 2 | (pine) |
| 13. 247 Kennedy Farm – 1 | (pecan) |

GROUP #2 - LIST OF ROW TREE LOCATIONS:

- | | |
|----------------------------|--------------------------------|
| 14. Appleridge Drive – 1 | (large pine tree) |
| 15. West Jasper Street – 5 | (various size pine, one oak) |
| 16. Shelby Circle – 8 | (most of these are large pine) |
| 17. Boyce Thompson – 2 | (one is a large post oak) |

These next 3 locations are not painted:

- | | |
|-----------------------------------|--------------------------------------|
| 18. Quarry Baseball Fields – 1 | (trim dead limbs on Water Oak) |
| 19. Amphitheater Entrance – 12-14 | (various pine – just drop to ground) |
| 20. Value Road – 3-4 | (various trash trees) |

**BIDDER QUALIFICATION FORM
RIGHT OF WAY TREE CLEARING**

Contractor Name: _____

Date Submitted _____

Available Start Date _____

Responsible Party Signature _____

Contact Telephone Number _____

Number of years in tree business _____

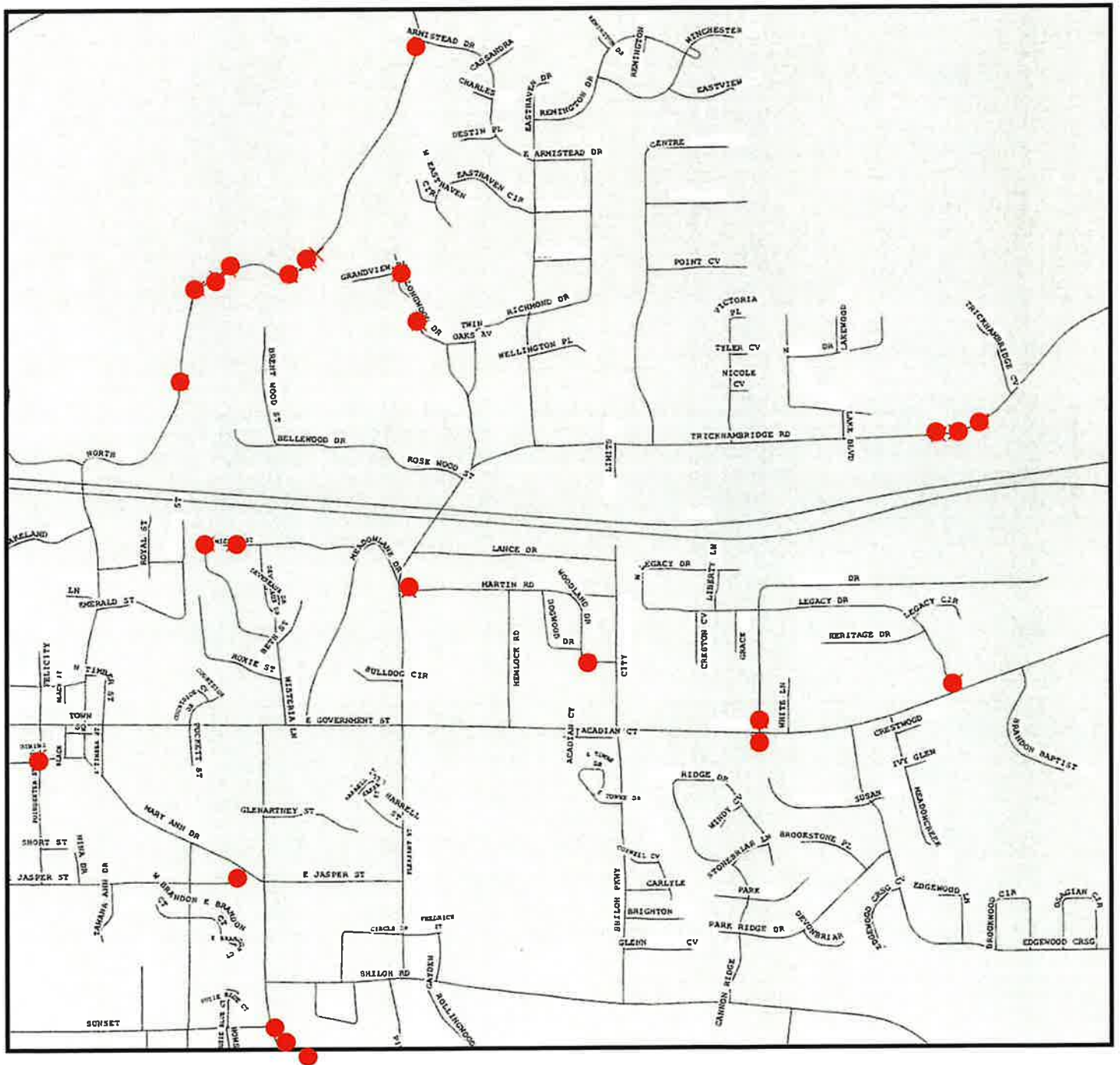
Number of years working with the city _____

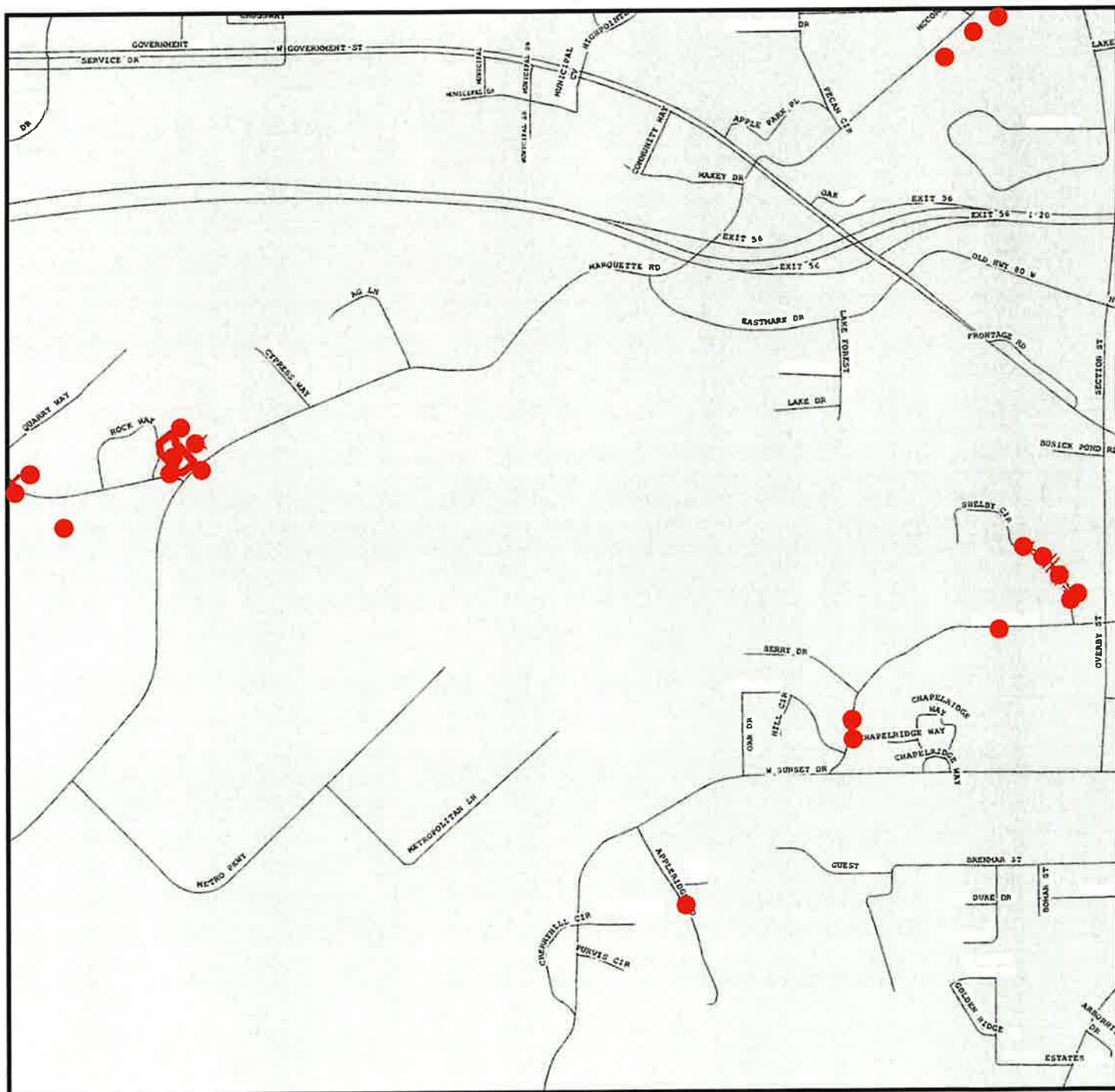
Certificate of a \$1 million liability insurance designating the City of Brandon as an additional insured is attached YES NO

Proof of coverage of workers compensation policy for their employees is attached.
YES NO

TREE REMOVAL PROFESSIONAL SERVICES FOR GROUPS #1 AND #2

AMOUNT: \$ _____







MEMORANDUM

TO: HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN
FROM:
DATE: 08/09/2024
SUBJECT: DISCUSSION OF THE ROUSE ELEMENTARY TRAFFIC REPORT

ATTACHMENTS:

None



MEMORANDUM

TO: HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN
FROM:
DATE: 08/09/2024
SUBJECT: DISCUSSION ON THE NEWLY-APPROVED FUNDING PROJECT -

ATTACHMENTS:

None



MEMORANDUM

TO: HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN
FROM:
DATE: 08/09/2024
SUBJECT: DISCUSSION OF THE PECAN RIDGE PROGRESS.

ATTACHMENTS:

None



MEMORANDUM

TO: HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN
FROM:
DATE: 08/09/2024
SUBJECT: DISCUSSION ON THE 2024 STREET RESURFACING PROGRESS

ATTACHMENTS:

None



MEMORANDUM

TO: HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN
FROM:
DATE: 08/09/2024
SUBJECT: DISCUSSION OF THE MAGIC OF LIGHTS CONTRACT.

ATTACHMENTS:

None



MEMORANDUM

TO: HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN
FROM:
DATE: 08/09/2024
SUBJECT: DISCUSSION OF THE REDUCTION OF WASTE-WATER TREATME

ATTACHMENTS:

None



MEMORANDUM

TO: HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN
FROM:
DATE: 08/09/2024
SUBJECT: DISCUSSION OF THE APPOINTMENT TO MML BOARD AND COM

ATTACHMENTS:

None



MEMORANDUM

TO: HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN
FROM: BUTCH LEE
DATE: 08/09/2024
SUBJECT: REZONING UPDATE

Discussion on Rezoning Update for Rankin County.

ATTACHMENTS:

None



MEMORANDUM

TO: HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN
FROM:
DATE: 08/09/2024
SUBJECT: DISCUSSION ON THE "TASK ORDER #2", AN AGREEMENT WI

ATTACHMENTS:

None