AGENDA
BRANDON BOARD OF ALDERMEN & MAYOR
REGULAR BOARD MEETING
BUTCH LEE, MAYOR PRESIDING
NOVEMBER 4, 2024

1. CALL TO ORDER
2. INVOCATION AND PLEDGE OF ALLEGIANCE
    1. Pledge of Allegiance - Brent Lovelady, Mayor's Youth Council
3. PUBLIC COMMENTS AND RECOGNITIONS
4. OLD BUSINESS
    1. Approve the Work Session and Regular Board Meeting Minutes of October 21, 2024
5. BUTCH LEE, MAYOR
    1. Consideration to approve a Memorandum of Understanding with the Department of Finance & Administration for the appropriation found in the 2024 Legislative Session, Section 10 of Senate Bill 2468; authorize the Mayor to execute all necessary documents; and authorize the City Clerk to open a separate checking bank account at Community Bank for the transfer of funds.
    2. Consideration to accept donations of property from Cosa Properties for future Water and Sewer Lines and authorize the Mayor to sign all necessary documents.
    3. Consideration to request permission to surplus florescent lighting fixtures and subsequently include these fixtures as part of the disaster relief effort being taken to the Asheville area of North Carolina.
    4. Consideration to request permission to initiate and adopt the professional services proposal submitted by the Cirlot Agency Incorporated and presented in the Work Session on October 21, 2024.
    5. Consideration to purchase Christmas decorations for downtown Brandon.
6. MARY ANN HESS, CITY CLERK
    1. Consideration to approve a quote from Uline as the lowest and best quote for 100 barricades in the amount of $11,749.37. Board approved the purchase at the last meeting and Administration was instructed to report back at the next meeting with the quotes. Another quote was received from Epic Solutions in the amount of $12,098.00.
    2. Consideration to approve an insurance policy from the Mississippi Municipal Liability Plan for uninsured motorist coverage.
    3. Consideration of the approval of a quote from Flowood Flooring & Design as the lowest and best quote to install new carpet and tiles in the second floor hallways and main gathering areas in the amount of $6,590.24 and authorize the Mayor to execute all

related documents. Another quote was received from Byrd & Cook Floor Covering in the amount of $7,862.00.

4. Consideration to enter into the Entergy MS Small Business Solutions Program (energy program) and authorize the Mayor to execute all necessary documents.

5. Consideration to hire Attorney Todd Butler to provide expertise on social media law regarding the applicability of the Mississippi Records Retention Act to the City of Brandon's social media pages.

6. Consideration to hire April Wilson as Purchasing Clerk effective November 12, 2024, and set her rate of pay in accordance with the memo.

7. Consideration to hire Veronica Hawkins as Accounts Payable Specialist effective November 18, 2024, and set her pay in accordance with the memo.

8. Consideration to approve:

   a. Docket of Claims for November 4, 2024.
   b. Fox Everett claims released on October 31, 2024.
   c. Electronic fund transfers for October 2024.

9. Presentation of Quarterly Reports for the Quarter Ending September 2024 as filed with the State of Mississippi, Department of Finance & Administration:
   1. Senate Bill 2948, 2021 Regular Legislative Session
   2. House Bill 1353, 2022 Regular Legislative Session
   3. House Bill 603, 2023 Regular Legislative Session
   4. MOST, Marquette Road Multi-Use Path

7. CARLY DEARMAN, PUBLIC WORKS DEPARTMENT

   1. Consideration to approve Pay Request 1 in the amount of $589,585.36 from Hemphill Construction Company for the Burnham Road Waterline Improvements Project and authorize payment of the same.

   2. Consideration to approve utility adjustment approvals and denials pursuant to the memo.

   3. Consideration to proceed with the Hunters Woods Sewer Repair Project - Group 4 of 6 - sewer point repairs pursuant to the memo. Repairs will be made by Hemphill Construction Company at the FY25 commodity bid pricing.

   4. Consideration to proceed with the Hunters Woods Sewer Repair Project - Group 5 of 6 - sewer point repairs pursuant to the memo. Repairs will be made by Hemphill Construction Company at the FY25 commodity bid pricing.

   5. Consideration to proceed with the Hunters Woods Sewer Repair Project - Group 6 of 6 - sewer point repairs pursuant to the memo. Repairs will be made by Hemphill Construction Company at the FY25 commodity bid pricing.

   6. Consideration to approve Pay Request 2 in the amount of $115,586.88 from Cain, Inc.for the Shiloh Park EWP Bank Stabilization Project and authorize payment of the same.

7. Consideration to approve Supplemental Agreement 1 with Clear River Construction Company in the amount of $78,098.90 for the Highway 80 Multi-use Sidewalk Improvements Project and authorize the Mayor to execute the same.

8. Consideration to approve Supplemental Agreement 2 from Clear River Construction Company for the Highway 80 Multi-use Sidewalk Improvements Project pursuant to the memo and authorize execution of the same.

9. Consideration to advertise for bid the Highway 80 Waterline Improvements Project. This project will allow for the replacement of the 10" waterline on the South side of Highway 80 in the Municipal Drive area.

8. SAM HAWKINS, COMMUNITY DEVELOPMENT

    1. Consideration to hold public hearing and board action regarding case # 24-032 - 103 Prescott Drive (Parcel # I8F-60) requesting conditional use approval to operate bed and breakfast.

    2. Consideration to advertise for a request for proposal/qualifications for an Efficiency Services Program, specifically to conduct an investment grade energy audit.

9. JOSEPH FRENCH, POLICE CHIEF

    1. Consideration to accept the resignation of Patrolman Hayden Lukens effective October 31, 2024

    2. Request permission to hire and set rate of pay in accordance with the memo:

        1. Jerry Spell as an Investigator effective November 11, 2024.
        2. Miriam Berry as a Patrolman effective November 5, 2024.

    3. Monthly Report:

        1. Calls for Service: 1643
        2. Motor Vehicle Wrecks : 85
        3. Incident & Supplemental Reports: 155
        4. Arrests: 34
        5. Bags of Trash: 332

10. BRIAN ROBERTS, FIRE CHIEF

    1. Consideration to change personnel going on the training trip to Beaumont, TX to attend the “For Them Texas“ fire training conference from November 7-11, 2024, and change Lt. Weston Stewart to now Lt. Allan Plotkin.

    2. Consideration to approve the change of employment status for Adam Denson from part-time to full-time status and approve his rate of pay per memo.

    3. Request permission to purchase four (4) Elkhart Brass Standpipe kits and NH male x 2.5”NH female rigid rocker lugs from Emergency Equipment Professionals as the lowest and best quote received for $6,140 plus shipping and authorize payment of the same.

    4. Monthly Report:

Siren Report: functions properly: ___________________
Issues: ____
EMS Report: # of P1 calls: ________________________
Average Response Time: _________________________

11. EXECUTIVE SESSION

12. ADJOURN