

AGENDA
BRANDON BOARD OF ALDERMEN & MAYOR
REGULAR BOARD MEETING
BUTCH LEE, MAYOR PRESIDING
NOVEMBER 18, 2024

1. CALL TO ORDER
2. INVOCATION AND PLEDGE OF ALLEGIANCE
3. PUBLIC COMMENTS AND RECOGNITIONS
4. OLD BUSINESS
 1. Approve the Work Session and Regular Board Meeting Minutes of November 4, 2024
5. BUTCH LEE, MAYOR
 1. Consideration to adopt a resolution authorizing the Brandon Heights Development and Reimbursement Agreement and Conveyance of Real Property by Deed; approving the Brandon Heights Development and Reimbursement Agreement; and adopting a resolution declaring a public street.
 2. Consideration to approve the Mayor to sign and execute a professional services contract with The Cirlot Agency for a marketing and communications plan in the amount of \$263,000. The finance director has permission to make all necessary budget amendments.
 3. Consideration to approve event cancellation insurance for all shows declared for the 2025 season and authorize the first payment to Mark Edwards Partners, LLC, in the amount of \$29,852.07.
6. MARY ANN HESS, CITY CLERK
 1. Consideration to approve license/use agreement for the purposes of promoting tourism 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:
Brandon Venue Lease Agreement TobyMac Awakening Events
 2. Consideration to continue employee health insurance coverage with agent of record, HUB International, for calendar year 2025 and authorize the City Clerk to execute all related documents.
 3. Consideration to approve employee and employer health insurance premiums in accordance with the memo.
 4. Consideration to hire Hub International to file documents, including the Communication Piece to Clients Gag Clause Attestation, on behalf of the City of Brandon and authorize the Mayor to sign the documents.
 5. Consideration to approve:

- a. Docket of Claims for November 18, 2024
- b. Fox Everett claims released on November 14, 2024

7. CARLY DEARMAN, PUBLIC WORKS DEPARTMENT

1. Consideration to accept the professional services fee schedule from Burney Dirt & Gravel, LLC and approve services effective through September 30, 2025.
2. Consideration to approve the following items regarding Country Meadows Lift Station at Willow Creek Drive.
 1. Declare an emergency the repairs to the lift station that occurred in September 2024.
 2. Approve the following invoices from Harvey Services, Inc. for repairs to the lift station and authorize payment of the same.
 - invoice #7136 in the amount of \$4,973.76 for replacement of check valve 1.
 - invoice #7137 in the amount of \$4,973.76 for replacement of check valve 2.
 - invoice #7139 in the amount of \$3,042.50 to pull, clean, and reset the lift station pumps and replace the damaged manhole ring and cover at the lift station.
 - invoice #7241 in the amount of \$17,562.86 for replacement of the base elbows.
3. Consideration to approve Pay Request 2 in the amount of \$210,102.95 from Hemphill Construction Company for the Burnham Road Waterline Improvements Project and authorize payment of the same.
4. Consideration to approve Pay Request 8 in the amount of \$623,654.97 from Adcamp, Inc. for the 2024 Street Overlay Project and authorize payment of the same.
5. Consideration of the following items for the finalization of the Shiloh Park EWP Bank Stabilization Project.
 1. Approve the Final Summary Change Order from Cain, Inc. in the amount of \$5,173.00 at an increase in the project cost and authorize the Mayor to execute the same.
 2. Approve Pay Request 3 FINAL in the amount of \$10,724.15 from Cain, Inc. and authorize payment of the same. Pay Request 3 FINAL includes the Final Summary Change Order.
 3. Spread on the minutes the USDA Closeout Notice (Agreement #: NR234423XXXXC048) regarding funding for the project.
6. Consideration to approve Pay Request 9 in the amount of \$10,905.25 from Hemphill Construction Company for the Highway 80 Signal Improvements Project Stonegate Drive and Woodgate Drive and authorize payment of the same.
7. Consideration to approve Pay Request 5 in the amount of \$429,563.50 from Thornton Construction Company for the Marquette Road Multi-Use Path Project and authorize payment of the same.
8. Consideration to approve the following items related to the Highway 80 Multi-use & Sidewalk Improvements Project. These items are the final documentation required to close out the project.
 1. Approve Pay Request 12 FINAL in the amount of \$336,751.61 from Clear River

Construction Company, Inc. and authorize payment of the same.

2. Allow the Mayor to execute all final closeout documents related to the project.

9. Monthly Report for October 2024:

1. Water Meter Service Calls: Total #: 675 (Customer Leak: 593; Other 82)

2. Phone Calls thru Answering Service: 4,724

3. Work Orders Reported Total: 334

- Water - 100; - Sewer - 36; - Streets - 31; Drainage - 21; Other - 146

4. Work Orders Completed Total: 299

- Water - 115 (water leak repairs - 77); - Sewer - 26 (grinder pump repairs - 12); - Streets - 15; - Drainage - 11; - Other - 132

5. Locates Requests: 495

6. Billing: Billed: \$1,310,247.29; Collected \$1,031,060.52

8. SAM HAWKINS, COMMUNITY DEVELOPMENT

1. Consideration to accept the preliminary plat for Brookfield Subdivision

2. Consideration to accept a donation from Sunchase Subdivision in accordance with the memo.

3. Consideration to accept a resolution of the Board of Aldermen to petition the Department of Revenue in accordance with the memo.

4. Consideration to adopt an amendment of Chapter 6, Article I, Sections 6-9, 6-10 and 6-10.3 of the Code of Ordinances of the City of Brandon, Mississippi in accordance with the memo.

5. **Community Development Monthly Report:**

October - Residential Construction: \$1,571,587.40

2024 – Residential Construction: \$36,066,927.84

Commercial Construction: \$970,743.00

2024 – Commercial Construction: \$12,196,398.08

Rental Inspections: 29

2024 – Rental Inspections: 200

Building Inspections: 126

2024 – Building Inspections: 1,110

Businesses Opened: 6

2024 – Businesses Opened: 63

Code Enforcement Cases Started: 76

2024 – Code Enforcement Cases Started: 642

9. JOSEPH FRENCH, POLICE CHIEF

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

1. Jessica Andrews as Communications Officer effective November 19, 2024.

2. Clare Lancaster as Communications Officer effective November 27, 2024.

3. Jeremiah Johnson as Patrolman effective November 25, 2024.

2. Request permission for the following people to travel to Jefferson City, Missouri on November 19 & 20, 2024:

Joseph French
Brian Elwell
Gerrad Bacon
William Saul
Brian Roberts
Jerry King
Lavon Spann
Jerry Spell
Jesse Beeman

10. BRIAN ROBERTS, FIRE CHIEF

1. Consideration to accept the donation of furniture (as described in the memo) to be used by the Fire Department from Stevens Law Group and add to our inventory.

11. EXECUTIVE SESSION

12. ADJOURN