

AGENDA
BRANDON BOARD OF ALDERMEN & MAYOR
REGULAR BOARD MEETING
BUTCH LEE, MAYOR PRESIDING
MAY 5, 2025

1. CALL TO ORDER
2. INVOCATION AND PLEDGE OF ALLEGIANCE
 1. Invocation - Owen Dragon, Venture City Mayor
 2. Pledge of Allegiance - Alex Malinowski - Boy Scout
3. PUBLIC COMMENTS AND RECOGNITIONS
4. OLD BUSINESS
 1. Approve the Regular Board Meeting Minutes of April 21, 2025.
5. BUTCH LEE, MAYOR
 1. Recognize the week of May 4 - 10, 2025 as the 56th Annual Professional Municipal Clerks Week.
 2. Consideration to adopt the Comprehensive Plan for the City of Brandon, Mississippi.
 3. Consideration to adopt a proposed ordinance for the City of Brandon to allow the operation of Golf Carts on certain public roads and streets within the City.
 4. Consideration to amend the Code of Ordinances of the City of Brandon, MS to include Chapter 7 regulating Tetrahydrocannabinol (THC) consumable products and to include Section 7-1 regulating the sale of THC beverages.
 5. Consideration to amend the ordinance pertaining to CHAPTER 6, ARTICLE I SECTIONS 6-9 AND 6-10 of the Code of Ordinances of the City of Brandon, Mississippi
 6. Consideration to authorize the Mayor to sign the contract with Pickering Firm to update the water and sewer masterplans.
6. MARY ANN HESS, CITY CLERK
 1. Consideration to adopt the audit for the City of Brandon for FY 2024.
 2. Consideration to approve professional services agreements 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:
Dalton Torres Music, LLC and City of Brandon Artist Agreement
Lucas Cote f/s/o Band Loreda and City of Brandon Artist Agreement
Tami Neilson and City of Brandon Revised Artist Agreement
 3. Consideration to approve a quote from Metro Building Services to replace one Mini-Split System at the Amphitheater in the amount of \$11,407.84.. Another quote was received

from Maintenance Services, Inc., in the amount of \$12,698.00.

4. Consideration to approve the quote from Wilson & Wilson Irrigation to install a new irrigation system and controller in the front parking lot of City Hall covering all the existing planting areas for the amount of \$22,975.00.
5. Consideration to approve the advertisement for a request for qualifications for engineering services as related to the approved FY 2023 EDA project(s); the Mayor has permission to designate a selection committee to evaluate each proposal.
6. Consideration to rescind the warrant issued to PERS that was included on the April 21st claims docket and to reissue payments to PERS in accordance with the memo.
7. Consideration to rescind board action on item #6.4 taken April 21, 2025, approving the Brown Bottling Sponsorship agreement and approve the revised agreement for the 2025 concert season and authorize the Mayor to execute the same.
8. Consideration of designating Charles Pitcox and Carly Dearman as the authorized users at Trustmark National Bank regarding the City of Brandon's business credit cards.
9. Consideration to hire Todd Butler with Phelps Dunbar to represent the City of Brandon regarding an EEOC charge brought by a prior city employee.
10. Consideration to approve:
 - a. Docket of Claims for May 5, 2025.
 - b. Fox Everett claims released on May 5, 2025.

7. CARLY DEARMAN, PUBLIC WORKS DEPARTMENT

1. Consideration to declare an emergency the repairs to the North Street Water Well, approve invoice #5183018 in the amount of \$9,731.00 from Griner Drilling Services, Inc, and authorize payment of the same.
2. Consideration to declare an emergency the following repairs, approve the invoices from Hemphill Construction Company for the emergency repairs, and authorize payment of the same. All repairs were made at the FY25 General Construction Commodity Bid pricing.
 1. 108 Fern Valley Drive - \$6,569.72 - invoice #: H24192-06-57219 - ER sewer point repair
 2. 11 Terrapin Hill Road South - \$9,683.80 - invoice #: H24192-06-57237 - ER sewer point repair
3. Consideration to approve the following invoices from Hemphill Construction Company for non-emergency repairs and authorize payment of the same. All repairs are at the FY25 General Construction Commodity Bid pricing.
4. Consideration for the following regarding utility damage reimbursement payments received from Danella Construction Corporation, a sub-contractor for Verizon Wireless.
 1. Accept the following reimbursement payments from Danella Construction Corporation for damage to city infrastructure.
 - \$8,523.26 - Longmeadow Road at Woodgate Drive - damaged water main - January

8, 2025

- \$2,049.16 - Woodgate Drive at Willowbrook Lane - damaged water main - February 26, 2025

2. Approve the corresponding Release and Settlement of Claims for each reimbursement payment and authorize the Mayor and City Clerk to execute the same.

- Release and Settlement of Claim - Longmeadow Road at Woodgate Drive

- Release and Settlement of Claim - Woodgate Drive at Willowbrook Lane

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

8. SAM HAWKINS, COMMUNITY DEVELOPMENT

1. Set public hearing for May 19, 2025 for case #25-011 - Conditional Use application for Keith Humphrey at 609 Luckney Rd - Parcel # H9P-2-31.

9. JOSEPH FRENCH, POLICE CHIEF

1. Request permission to hire Lane McTaggart as a Patrolman for the City of Brandon Police Department effective May 12, 2025, and set his rate of pay in accordance with the memo.

2. Request permission to accept forfeited property.

3. Request permission to increase the annual salary of Officer Miriam Berry in accordance with the memo.

4. Requesting permission for Sgt. William Saul to travel to Fort Worth, Texas to participate in the FBI LEEDA Internal Affairs course September 22-26, 2025.

5. Request to change the number of hours for Officer Tanna Green now that she is a School Resource Officer.

6. Respectfully request permission for Brandon Police and Fire Departments to enter into a contract with [BFAC.com](https://www.bfac.com) a suicide prevention app.

7. Consideration of the application for a Pit Bull Breed Variance by Nicole Hinckley at 219 E. Towne Drive.

8. Consideration to accept the resignation of Gavin Hill, dispatcher for the City of Brandon, effective on May 7, 2025.

10. BRIAN ROBERTS, FIRE CHIEF

1. Consideration to remove off the roster and payroll part-time Firefighter/paramedic Jeremy King effective May 5, 2025.

2. Request consideration to travel to Tishomingo State Park, MS to participate in MS Fire Academy's Advanced Rope Rescue workshop: Wilderness 100 training class from September 28, 2025, to October 1, 2025, for Battalion Chiefs Adcock and Beck.

3. Consideration to approve the purchase of uniform pants from The Southern Connection as the lowest and best quote and authorize payment of the same.

4. Consideration approving travel to Vicksburg, MS for the annual Firefighters and Fire

Chiefs summer conference May 28-June 1, 2025, for Battalion Chief Eric Stringer.

5. Consideration to approve Chief Roberts and Carolyn Palmer to travel to Biloxi, MS to attend the Emergency Services Administrative Professional Association conference September 2-September 5, 2025 and approve all travel expenses.

11. EXECUTIVE SESSION

12. ADJOURN

[MEET_FOOT]

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. Cobblestone 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 5th day of May 2025.

Hon. Butch Lee, Mayor

Attest:

Hon. Mary Ann Hess, City Clerk



MEMORANDUM

TO: HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN
FROM: MARY ANN HESS
DATE: 05/05/2025
SUBJECT: MUNICIPAL CLERKS WEEK

Recognize the week of May 4 - 10, 2025 as the 56th Annual Professional Municipal Clerks Week.

ATTACHMENTS:

1. Proclamation to Complete_2025_202502281048074117

Proclamation

56th ANNUAL PROFESSIONAL MUNICIPAL CLERKS WEEK

May 4 - 10, 2025

Whereas, The Office of the Professional Municipal Clerk, a time honored and vital part of local government exists throughout the world, and

Whereas, The Office of the Professional Municipal Clerk is the oldest among public servants, and

Whereas, The Office of the Professional Municipal Clerk provides the professional link between the citizens, the local governing bodies and agencies of government at other levels, and

Whereas, Professional Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all.

Whereas, The Professional Municipal Clerk serves as the information center on functions of local government and community.

Whereas, Professional Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Professional Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, provincial, county and international professional organizations.

Whereas, It is most appropriate that we recognize the accomplishments of the Office of the Professional Municipal Clerk.

Now, Therefore, I, Butch Lee, Mayor of Brandon, Mississippi, do recognize the week of May 4 through 10, 2025, as Professional Municipal Clerks Week, and further extend appreciation to our Professional Municipal and Deputy Clerks and for the vital services they perform and their exemplary dedication to the City of Brandon.

Dated this 5th day of May, 2025

Mayor

Attest: _____



MEMORANDUM

TO: HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN
FROM: BUTCH LEE
DATE: 04/10/2025
SUBJECT: COMPREHENSIVE PLAN

Consideration to adopt the Comprehensive Plan for the City of Brandon, Mississippi.

ATTACHMENTS:

None



MEMORANDUM

TO: HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN
FROM: MARY ANN HESS
DATE: 04/10/2025
SUBJECT: ORDINANCE - GOLF CARTS

Consider the adoption of a proposed ordinance for the City of Brandon to allow the operation of Golf Carts on certain public roads and streets within the City.

ATTACHMENTS:

1. Golf Cart Ordinance.4.8.25
2. 2025 Golf Cart Road Access Map

ORDINANCE OF THE CITY OF BRANDON, MISSISSIPPI TO ALLOW THE
OPERATION OF GOLF CARTS ON CERTAIN PUBLIC ROADS AND STREETS
WITHIN THE CITY AND REGULATING THE SAME AND CODIFYING THE
SAME AS CHAPTER 78, ARTICLE VI, SECTION 78-125

WHEREAS, MCA Section 63-32-1 et. seq. (1972, as amended), authorizes the operation of golf carts and low-speed vehicles on public roads within municipalities under certain circumstances in accordance therewith; and

WHEREAS, in conjunction therewith said state law provides certain registration requirements with the municipality in accordance therewith; and

NOW THEREFORE BE IT ORDAINED that Chapter 78, Article VI Section 78-125 allowing the operation of golf cars on certain public roads and streets within the City of Brandon and regulating the same, is hereby adopted and shall read in full as follows, to-wit:

Section 1: Section 78-125 shall read in full as follows, to-wit:

Sec. 78-125. Golf carts on certain streets.

I. Definitions.

The following term and phrase, when used in this chapter, shall have the meaning ascribed to it in this section, except where the context clearly indicates a different meaning.

“City” means the City of Brandon, Mississippi.

"Golf cart" means a motor vehicle that is designated and manufactured for operation on a golf course for sporting or recreational purposes, is not capable of exceeding speeds of twenty (20) miles per hour, and is equipped with safety equipment as required under 49 CFR Section 571.500 (i.e., has a Vehicle Identification Number (VIN), and is equipped with seat belts for all seats, a parking brake, headlights, taillights, brake lights, front and rear turn signals, a windshield, side and rear reflectors, horn, and an interior rearview mirror)

"Low-speed vehicle" means any four-wheeled electric or gasoline-powered vehicle that has a top speed greater than twenty (20) miles per hour but less than twenty-five (25) miles per hour and is equipped with safety equipment as required under 49 CFR Section 571.500.

“Governing authorities” means the Mayor and Board of Aldermen of the City of Brandon, Mississippi.

II. Permissible operation.

(a) Except as otherwise provided herein, golf carts may be operated on all city streets and roads where the posted speed limit does not exceed thirty (30) miles per hour.

(b) The registration and operation of low speed vehicles such as Honda Pioneer, Polaris, Can-Am, Maverick, Arctic Cat, Big Horn, Bobcat, John Deere Gator, Kawasaki Mule, Yamaha, Rhino, or any similar ATV or UTV vehicles is not authorized by this ordinance.

(c) Golf carts may not be operated on state highways or federal highways that are not interstate highways except for the crossing of these streets, in which case the shortest traveling distance to do so shall be required. Golf carts may not be operated on interstate highways.

(d) All golf carts operating on the City of Brandon public streets must comply with the compulsory liability insurance provisions of MCA 1972 §63-15-1 (1972), et seq., and the uninsured motorist provisions of MCA 1972 §83-11-101, et seq. The uninsured motorist limits shall not be less than the minimum limits required under the Mississippi Vehicle Responsibility Law and the insured named in the policy shall not reject such coverage. These provisions apply notwithstanding any exemptions or limitations stated in those statutes for vehicles such as golf carts described in this ordinance. Any person operating a golf cart on the public roads and streets must have in his or her possession a valid driver's license or temporary driver's permit and proof of financial responsibility as required under MCA 1972, § 63-15-1 et seq.

(e) Drivers of golf carts are required to operate said vehicles in the outside lane of multi-lane streets and roads, where applicable.

(f) Operation of golf carts is subject to all other applicable laws of the State of Mississippi and the City of Brandon related to traffic and parking, along with corresponding penalties, not specifically addressed herein.

III. Registration requirements for golf carts.

(a) Every golf cart to be operated on a public road or street shall be required to register the vehicle with the City of Brandon. Cost for the registration shall be paid in the amount reflected in the adopted fee schedule, to be paid annually in the amount

reflected in the adopted fee schedule at the time of the annual payment to ensure compliance with this section and to cover the costs of administration, payable to the city clerk. Upon registration, a decal shall be provided that must be displayed on the left rear fender of the vehicle.

(b) Golf carts properly registered with other Mississippi municipalities, to non-Brandon residents, for use on public roads or streets may be operated within the City of Brandon without further registration so long as said golf carts are operated in compliance with the remaining provisions of this section and state law. Proof of such registration must be in the golf cart or low-speed vehicle during operation.

(c) Every golf cart shall be subject to an on-site inspection prior to its operation on a public road or street.

IV. Regulation Disclaimer.

The ordinance from which this section is derived is adopted to address the interest of public safety. Golf carts are not designed and manufactured to be used on public roads and streets. The City of Brandon, by regulating the operation of golf carts, is addressing safety issues presented by the increased use of golf carts on public roads and streets. Adoption of the ordinance from which this section is derived is not to be relied upon as a determination that operation on public roads and streets is safe and/or advisable if done in accordance with this article. Neither the city nor any officer or employee thereof shall be held responsible for any damages caused by the operation of a golf cart on any public street or within public right-of-way. All persons who operate or ride upon golf carts on public roads or streets do so at their own risk and peril and must be observant to and attentive to the safety of themselves and others, including their passengers, other motorists, bicyclists, and pedestrians. The city has no liability under any theory of liability for permitting golf carts to be operated on roads or streets.

V. Enforcement.

(a) Violations and enforcement. Violation of any section of this article shall be punished by a fine not exceeding \$1,000.00 or imprisonment for a term not exceeding 90 days, and the cost of prosecution, or by both such a fine and imprisonment, in the discretion of the municipal judge. Each day any violation of any provision of this section shall continue shall constitute a separate offense.

(b) Violation of traffic laws or regulations of this section may result in issuance of traffic citations in the same manner as if the infraction occurred while operating a motor vehicle.

Section 2: This Ordinance shall supersede any and all ordinances which are in conflict herewith.

Section 3: In order to preserve the health, safety and welfare of the citizenry and to address a pending need in this respect, In accordance with Miss. Code. Ann Section 21-13-11 (1972, as amended) upon unanimous vote of the members of the Board of Aldermen, this Ordinance shall go into effect immediately, otherwise this Ordinance shall go into effect 30 days after passage.

The foregoing Ordinance having been first reduced to writing was read and considered and by motion of Alderman _____ and seconded by Alderman _____ was adopted by the following vote, to wit:

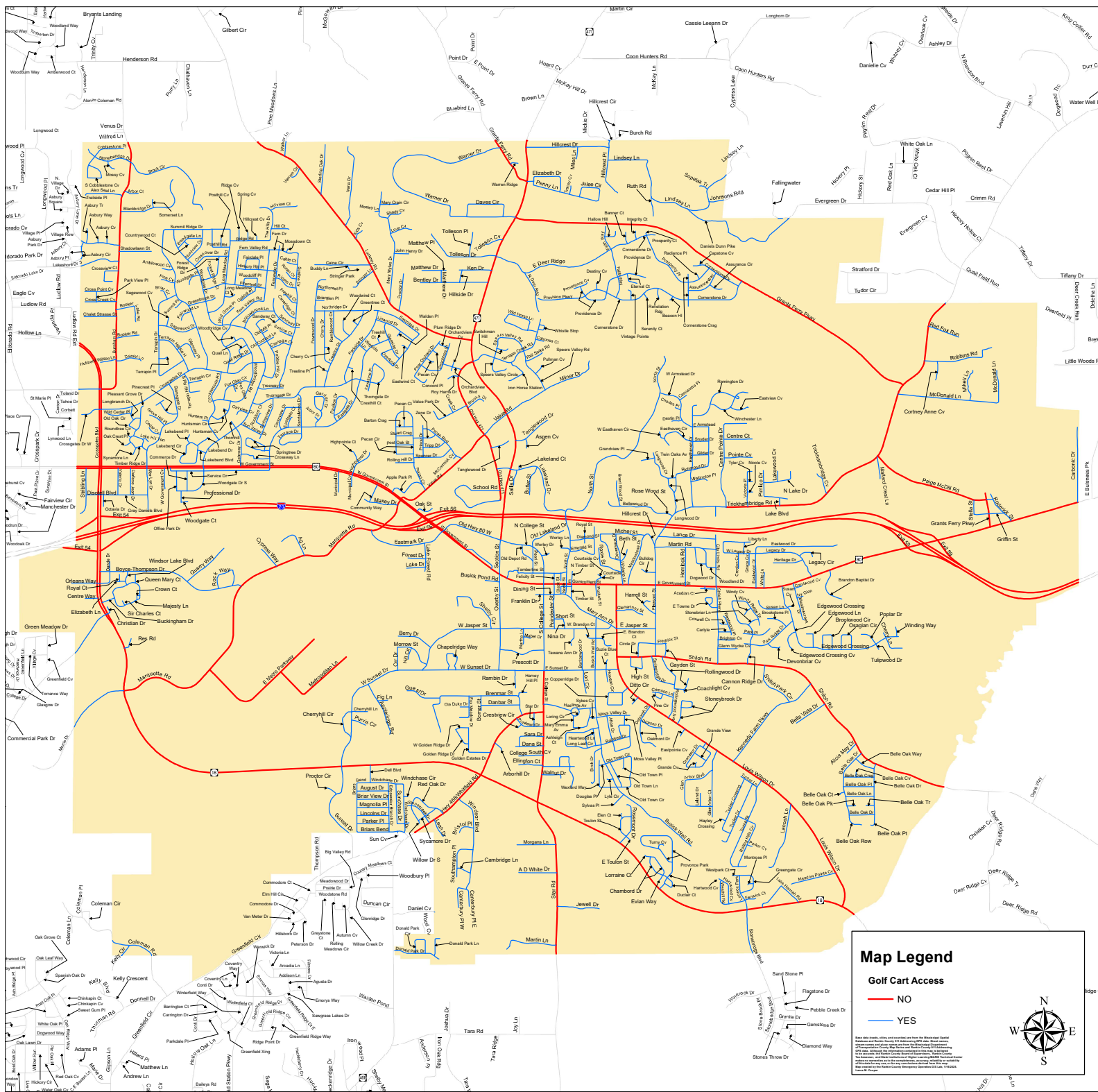
Sharon Womack, Alderman at Large	_____
Jarrad Craine, Alderman Ward 1	_____
Cris Vinson, Alderman Ward 2	_____
Harry Williams, Alderman Ward 3	_____
Lu Coker, Alderman Ward 4	_____
Dwight Middleton, Alderman Ward 5	_____
David Farris, Alderman Ward 6	_____

The Mayor thereby declared the Motion carried and the Ordinance adopted and approved on this the _____ day of _____ 2025.

BUTCH LEE, MAYOR

ATTEST:

MARY ANN HESS, CITY CLERK





MEMORANDUM

TO: HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN
FROM: MARY ANN HESS
DATE: 04/10/2025
SUBJECT: ORDINANCE - THC PRODUCTS

Consideration to amend the Code of Ordinances of the City of Brandon, MS to include Chapter 7 regulating Tetrahydrocannabinol (THC) consummable products and to include Section 7-1 regulating the sale of THC beverages.

ATTACHMENTS:

1. Ordinance re THC Drinks
2. AG Opinion 9.24.24

**ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF BRANDON,
MISSISSIPPI TO INCLUDE CHAPTER 7 REGULATING TETRAHYDROCANNABINOL (THC)
CONSUMABLE PRODUCTS AND TO INCLUDE SECTION 7-1 REGULATING THE SALE OF
THC BEVERAGES**

WHEREAS, the City of Brandon, Mississippi ("City") has the authority to adopt ordinances necessary to protect the health, safety, and welfare of its residents; and

WHEREAS, the sale of beverages containing tetrahydrocannabinol ("THC") poses potential health and safety concerns for the residents of the City; and

WHEREAS, on September 9, 2024, the Mississippi Attorney General issued an official opinion to the Honorable Lee Yancey, Mississippi House of Representatives, regarding the legality of hemp beverages in Mississippi; and

WHEREAS, the Mississippi Attorney General opined that, pursuant to Mississippi Code Annotated Section 97-31-5, it is unlawful to sell any drug, elixir, or compound that "when drunk to excess, in the form sold, will produce intoxication" unless otherwise legalized under state law; and

WHEREAS, the Mississippi Attorney General further opined that beverages containing a THC concentration of greater than 0.3% would be classified as marijuana beverages, which are illegal under state law unless purchased in accordance with the Mississippi Medical Cannabis Act; and

WHEREAS, the Board of Aldermen of the City of Brandon finds that beverages containing THC may produce intoxication when consumed to excess; and

WHEREAS, the Board of Aldermen of the City of Brandon finds that prohibiting the sale of beverages containing THC within the City is necessary to protect the health, safety, and welfare of its residents.

NOW THEREFORE BE IT ORDAINED, that the Code of Ordinances of the City of Brandon, Mississippi, is hereby amended to include Chapter 7 regarding the regulation of THC consumable products in the City and to include Section 7-1 prohibiting the sale of THC Beverages, to read as follows, to-wit:

CHAPTER 7 - THC CONSUMABLE PRODUCTS

Section 7-1. THC Beverages Sale Restrictions.

(a) **Definitions.** For purposes of this chapter:

1. "Tetrahydrocannabinol" or "THC" means the natural or synthetic equivalents of the substances contained in the plant *Cannabis sativa* L., or in the resinous extractives of *Cannabis*, or synthetic substances, derivatives, and their isomers with similar chemical structure and pharmacological activity.
2. "THC beverage" means any beverage containing any amount of tetrahydrocannabinol (THC), regardless of concentration, including but not limited to beverages containing hemp-derived THC or delta-9 tetrahydrocannabinol, delta-8 tetrahydrocannabinol, or any other variant or isomer of THC.

(b) **Prohibition.** It shall be unlawful for any person, firm, corporation, or other entity to sell, distribute, deliver, barter, or give away, or keep for such purposes, any beverage containing tetrahydrocannabinol (THC) within the corporate limits of the City of Brandon, Mississippi.

(c) **Exceptions.** This prohibition shall not apply to:

1. The sale of medical cannabis beverages by licensed dispensaries to registered qualifying patients in accordance with the Mississippi Medical Cannabis Act (Mississippi Code Annotated Sections 41-137-1, et seq.) and all applicable state regulations, provided that as of the date of the adoption of this ordinance, medical cannabis dispensaries are not permitted to operate within the City of Brandon, and this exception shall only apply if such dispensaries are hereafter permitted to operate within the City by subsequent ordinance or resolution; or
2. The sale of beverages for medicinal purposes as may be specifically authorized under state or federal law and dispensed by a licensed pharmacy pursuant to a valid prescription from a licensed physician.

(d) **Penalties.** Any violation of this chapter shall be subject to the fines and penalties as provided in Section 1-12 of the Code of Ordinances of the City of Brandon, Mississippi.

(e) **Severability.** If any provision, section, subsection, sentence, clause, or phrase of this chapter, or the application of same to any person or set of circumstances, is for any reason held to be unconstitutional, void, or invalid, the validity of the remaining portions of this chapter or their application to other persons or sets of circumstances shall not be affected thereby, it being the intent of the Board of Aldermen in adopting this chapter that no portion

hereof or provision or regulation contained herein shall become inoperative or fail by reason of any unconstitutionality, voidness, or invalidity of any other portion hereof.

Section 2. This Ordinance to preserve the public health, safety and welfare, upon unanimous vote of the members this shall go into effect immediately. If the vote of the members is less than unanimous, the Ordinance shall go into effect thirty (30) days after the adoption hereof.

Section 3. Said Ordinance having been previously reduced to writing, a motion was made by Alderman _____ and seconded by Alderman _____ to adopt the Ordinance and no request having been made by the Mayor or any member of the Board of Aldermen that said Ordinance be read by the City Clerk before a vote was taken, and reading of such having been waived, said Ordinance was adopted by the vote of the Board of Aldermen, the results being as follows:

Sharon Womack, Alderman at Large _____

Jarrad Craine, Alderman Ward 1 _____

Cris Vinson, Alderman Ward 2 _____

Harry Williams, Alderman Ward 3 _____

Lu Coker, Alderman Ward 4 _____

Dwight Middleton, Alderman Ward 5 _____

David Farris, Alderman Ward 6 _____

The Mayor thereby declared the motion carried and the Ordinance adopted and approved on this the ____ day of _____, 2025.

BUTCH LEE, MAYOR

ATTEST:

MARY ANN HESS, CITY CLERK



Lynn Fitch
ATTORNEY GENERAL
OPINIONS AND POLICY

September 9, 2024

The Honorable Lee Yancey
Mississippi House of Representatives
192 Dogwood Place
Flowood, Mississippi 39232

Re: Hemp Beverages

Dear Representative Yancey:

The Office of the Attorney General has received your request for an official opinion.

Questions Presented

1. Is it legal to sell hemp beverages in Mississippi?
2. If so, do the beverages have to contain less than 0.3% THC?

Brief Response

1. Mississippi Code Annotated Section 97-31-5 states that it is unlawful, unless otherwise legalized under state law, to sell any drug, elixir, or compound that “when drunk to excess, in the form sold, will produce intoxication.” Accordingly, because there is no state law that specifically legalizes hemp beverages, should a factual determination be made that hemp beverages would produce intoxication if drunk to excess, then the sale of the same would be unlawful.
2. Beverages containing a THC concentration of greater than 0.3% would be classified as marijuana beverages. Such beverages are illegal under state law unless purchased in accordance with the Mississippi Medical Cannabis Act.

Applicable Law and Discussion

Mississippi Code Annotated Sections 69-25-201, *et. seq.*, are known as the Mississippi Hemp Cultivation Act (the “Act”) and regulate the licensing of growers and the cultivation and processing of hemp in Mississippi. The Act defines “hemp” as:

the plant *Cannabis sativa* L. and any part of that plant, including the seeds thereof and all derivatives, extracts, cannabinoids, isomers, acids, salts and salts of isomers, whether growing or not, *with a delta-9-tetrahydrocannabinol (THC) concentration of not more than three-tenths percent (0.3%) on a dry weight basis* that is grown or processed under [the Hemp Cultivation Act].

Miss. Code Ann. § 69-25-203(g) (emphasis added).¹

Notably, neither the Act nor any other state law specifically addresses the sale of *hemp* beverages.² Hemp regulated under the Act is excluded from the Uniform Controlled Substances Law, as well as certain industrial cannabis products and “[p]ersonal care products that contain oil from sterilized cannabis seeds, such as shampoos, soaps, and body lotions (if the products do not cause THC to enter the human body)” and “[a]ny product derived from the hemp plant designed for human ingestion and/or consumption that is approved by the United States Food and Drug Administration[.]”³ Miss. Code Ann. § 41-29-113(d)(31).

However, without specific legal authority, drugs, compounds, or preparations are unlawful in Mississippi if intoxicating when consumed in excess. Section 97-31-5 provides:

It shall be unlawful for any person, firm, corporation or association, to sell, barter, or give away, or keep for such purposes any sweet spirits of nitre, liquid ginger preparation, elixir of orange peel, pear extract, *or any like drug, compound, bitters, elixir or preparation of any kind whatsoever, except where otherwise legalized under the laws of this state, which when drunk to excess, in the form sold, will produce intoxication*, except when the same is kept, sold, bartered or given away for either medicinal, or household purposes, or for uses in cooking, baking, and purposes incidental to the treatment of disease.

(emphasis added). Whether a hemp beverage when consumed in excess would produce intoxication is a determination of fact that is outside the scope of this opinion. Miss. Code Ann. § 7-5-25 (stating that this office may opine only on questions of state law). However, if the factual determination is made that hemp beverages “when drunk to excess, in the form sold, will produce intoxication,” the sale of the same would be unlawful in Mississippi pursuant to Section 97-31-5 because no other state law legalizes such sales. Additionally, if a factual determination is made that a hemp beverage has a THC concentration of greater than 0.3%, then the beverage would be classified as a marijuana beverage; marijuana beverages are illegal under state law unless

¹ Marijuana is defined as “all parts of the plant of the genus *Cannabis* and all species thereof, whether growing or not, the seeds thereof, and every compound, manufacture, salt, derivative, mixture or preparation of the plant or its seeds, excluding hashish[.]” and “does not include ‘hemp’ as defined in and regulated by [the Act].” Miss. Code Ann. § 41-29-105(r). Hemp is distinguished from marijuana through its “delta-9-tetrahydrocannabinol (THC) concentration of not more than three-tenths percent (0.3%) on a dry weight basis.” Miss. Code Ann. § 69-25-203(g).

² The Mississippi Medical Cannabis Act, Sections 41-137-1, *et seq.*, allows the sale of *medical* cannabis products, including edible cannabis products and beverages, “[s]ubject to the conditions, limitations, and requirements and exceptions set forth in [that] chapter.” See Miss. Code Ann. § 41-137-9(h)-(j) (emphasis added).

³ This office is unable to interpret or opine on any federal law or regulation. Miss. Code Ann. § 7-5-25.

Hon. Lee Yancey
September 9, 2024
Page 3

purchased in accordance with the Mississippi Medical Cannabis Act through a licensed dispensary.
See supra notes 1-2 and Miss. Code Ann. § 41-29-139(a).

If this office may be of any further assistance to you, please do not hesitate to contact us.

Sincerely,

LYNN FITCH, ATTORNEY GENERAL

By: */s/ Maggie Kate Bobo*

Maggie Kate Bobo
Special Assistant Attorney General

OFFICIAL OPINION



MEMORANDUM

TO: HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN
FROM:
DATE: 05/02/2025
SUBJECT: **CONSIDERATION TO AMEND THE ORDINANCE PERTAINING TO**

ATTACHMENTS:

1. Amendments to 6.1 and 6.10 with exhibit
2. Amendment to 6.9 and 6.10 5.1.25
3. Explanatory Statement re Sections 6-9 and 6.10
4. DOR Order April 2025 extending hours 7-1 M-Su

**ORDINANCE AMENDING CHAPTER 6, ARTICLE I SECTIONS 6-9 and 6-10 OF THE
CODE OF ORDINANCES OF THE CITY OF BRANDON, MISSISSIPPI**

WHEREAS, on April 7, 2025, Board of Aldermen of the City of Brandon adopted a Resolution to Petition the Mississippi Department of Revenue to permit alcohol sales by on-premises permittees located within the municipality during extended hours of 7:00 a.m. to 1:00 a.m. Monday through Sunday; and

WHEREAS, by Order dated April 29, 2025, a copy of which is attached hereto as Exhibit "A", the Mississippi Department of Revenue approved the Petition; and

NOW THEREFORE BE IT ORDAINED, that Chapter 6, Article I, Sections 6-9 and 6-10 of the Code of Ordinances of the City of Brandon, Mississippi, should be and are hereby amended¹ as provided herein-below, to-wit:

Section 1. Section 6-9 is amended to read in full as follows, to-wit:

Sec. 6-9. Restaurants.

Except as otherwise provided herein, the sale of beer, light wine and/or alcoholic beverages shall be lawful within restaurants for on-premises consumption only. Restaurants shall be permitted to sell, dispense or serve beer, light wine and/or alcoholic beverages between the hours of 7:00 a.m. and 1:00 a.m. Monday through Sunday.~~11:00 a.m. and 12:00 midnight. Except that on New Year's Eve restaurants may serve beer, light wine and/or alcoholic beverages until 1:00 a.m. January 1.~~ No restaurant may serve or allow beer, light wine and/or alcoholic beverages outside an enclosed structure or outside of a fenced and/or gated in patio area which contains seating adjoining the restaurant except that the sale of alcoholic beverages, beer and light wine may occur on the premises of the Brandon Amphitheater as determined by the city. It shall be unlawful for persons under the age of 21 years of age to sell, dispense, deliver, or serve beer, light wine and/or alcoholic beverages in restaurants, unless otherwise authorized by state law.

Section 2. Section 6-10 is amended to read in full as follows, to-wit:

Sec. 6-10. Hotels.

Notwithstanding any of the other provisions of this chapter, it shall be lawful for hotels which do not have restaurants to sell, give or furnish beer, light wine and/or alcoholic beverages to guests of the hotel for on-premises consumption only. The serving of beer, light wine or alcoholic beverages shall be permitted between the hours of 4:00 p.m. and 8:00 p.m., and the hotel shall provide complimentary hors d'oeuvres in conjunction with the service of alcoholic beverages. No hotel may serve or allow beer, light wine and/or alcoholic beverages outside an enclosed structure or outside of a fenced and/or gated in patio area which contains seating adjoining the hotel. It shall be unlawful for persons under the age of 21 years of age to sell, dispense, deliver, or serve beer, light wine and/or alcoholic beverages in hotels, unless otherwise authorized by state law. ~~To the extent that the hours for sale and/or furnishing of alcoholic beverages as~~

¹ Additions are underlined and deletions are stricken-through.

~~provided herein are inconsistent with the lawful hours of sale as designated by the Department of Revenue Alcohol Beverage Commission, the lawful hours for the sale of alcoholic beverages as designated by the commission shall control.~~

Hotels shall also be permitted to sell, furnish or allow beer, light wine or alcoholic beverages in a meeting room or ballroom located within the hotel which is rented or reserved for the purposes of a special event, including but not limited to weddings, hospitality rooms for conferences, rehearsal dinners and political functions, provided that the special event is a catered event. The serving of beer, light wine or alcoholic beverages by hotels to guests of a special event occurring within the hotel premises shall be permitted between the hours of 7:00 a.m. and 1:00 a.m. Monday through Sunday~~11:00 a.m. and 12:00 midnight. To the extent that the hours for sale and/or furnishing of alcoholic beverages as provided herein are inconsistent with the lawful hours of sale as designated by the Department of Revenue Alcohol Beverage Commission, the lawful hours for the sale of alcoholic beverages as designated by the commission shall control.~~

Hotels that elect to place mini bars in the rooms of registered guests are held responsible for keeping the mini bars locked with the issuance of keys restricted to guests who present a valid identification card verifying that he or she is over 21 years of age.

Section 4. This Ordinance shall go into effect thirty (30) days after the adoption hereof,

Section 3. Said Ordinance having been previously reduced to writing, a motion was made by Alderman _____ and seconded by Alderman _____ to adopt the Ordinance and no request having been made by the Mayor or any member of the Board of Aldermen that said Ordinance be read by the City Clerk before a vote was taken, and reading of such having been waived, said Ordinance was adopted by the vote of the Board of Aldermen, the results being as follows:

Sharon Womack, Alderman at Large	_____
Jarrad Craine, Alderman Ward 1	_____
Cris Vinson, Alderman Ward 2	_____
Harry Williams, Alderman Ward 3	_____
Lu Coker, Alderman Ward 4	_____
Dwight Middleton, Alderman Ward 5	_____
David Farris, Alderman Ward 6	_____

The Mayor thereby declared the motion carried and the Ordinance adopted and approved on this the ____ day of _____ 2025.

BUTCH LEE, MAYOR

ATTEST:

MARY ANN HESS, CITY CLERK

Exhibit "A"

IN THE MATTER OF THE CITY OF BRANDON
REQUEST TO AMEND HOURS

ORDER

The City of Brandon issued a resolution dated April 7, 2025. Within the resolution, the City requests that the Department of Revenue amend the hours of sale at ABC-permitted establishments. Specifically, the City of Brandon requests that the hours for sale of alcohol by on-premises permittees be amended to allow for the sale of alcohol from 7:00 a.m. to 1:00 a.m., Monday through Sunday. A copy of said resolution was forwarded to the Department in accordance with Mississippi Administrative Code, Title 35, Part II, Subpart 2, Chapter 4. The Department has determined that an amendment to the hours is appropriate.

IT IS, THEREFORE, HEREBY ORDERED AND ADJUDGED that the City of Brandon's hours for sale at on-premises establishments are from 7:00 a.m. to 1:00 a.m., Monday through Sunday. All other applicable statutes, rules and regulations shall otherwise remain in full force and effect.

ORDERED, this the 29th day of April, 2025.

Chris Graham
Commissioner
Mississippi Department of Revenue

BY 
Riley Nelson
Chief of Enforcement
Alcoholic Beverage Control
Mississippi Department of Revenue

ORDINANCE AMENDING CHAPTER 6, ARTICLE I SECTIONS 6-9 and 6-10 OF THE CODE OF ORDINANCES OF THE CITY OF BRANDON, MISSISSIPPI

WHEREAS, on April 7, 2025, Board of Aldermen of the City of Brandon adopted a Resolution to Petition the Mississippi Department of Revenue to permit alcohol sales by on-premises permittees located within the municipality during extended hours of 7:00 a.m. to 1:00 a.m. Monday through Sunday; and

WHEREAS, by Order dated April 29, 2025, a copy of which is attached hereto as Exhibit "A", the Mississippi Department of Revenue approved the Petition; and

NOW THEREFORE BE IT ORDAINED, that Chapter 6, Article I, Sections 6-9 and 6-10 of the Code of Ordinances of the City of Brandon, Mississippi, should be and are hereby amended¹ as provided herein-below, to-wit:

Section 1. Section 6-9 is amended to read in full as follows, to-wit:

Sec. 6-9. Restaurants.

Except as otherwise provided herein, the sale of beer, light wine and/or alcoholic beverages shall be lawful within restaurants for on-premises consumption only. Restaurants shall be permitted to sell, dispense or serve beer, light wine and/or alcoholic beverages between the hours of 7:00 a.m. and 1:00 a.m. Monday through Sunday.~~11:00 a.m. and 12:00 midnight. Except that on New Year's Eve restaurants may serve beer, light wine and/or alcoholic beverages until 1:00 a.m. January 1.~~ No restaurant may serve or allow beer, light wine and/or alcoholic beverages outside an enclosed structure or outside of a fenced and/or gated in patio area which contains seating adjoining the restaurant except that the sale of alcoholic beverages, beer and light wine may occur on the premises of the Brandon Amphitheater as determined by the city. It shall be unlawful for persons under the age of 21 years of age to sell, dispense, deliver, or serve beer, light wine and/or alcoholic beverages in restaurants, unless otherwise authorized by state law.

Section 2. Section 6-10 is amended to read in full as follows, to-wit:

Sec. 6-10. Hotels.

Notwithstanding any of the other provisions of this chapter, it shall be lawful for hotels which do not have restaurants to sell, give or furnish beer, light wine and/or alcoholic beverages to guests of the hotel for on-premises consumption only. The serving of beer, light wine or alcoholic beverages shall be permitted between the hours of 4:00 p.m. and 8:00 p.m., and the hotel shall provide complimentary hors d'oeuvres in conjunction with the service of alcoholic beverages. No hotel may serve or allow beer, light wine and/or alcoholic beverages outside an enclosed structure or outside of a fenced and/or gated in patio area which contains seating adjoining the hotel. It shall be unlawful for persons under the age of 21 years of age to sell, dispense, deliver, or serve beer, light wine and/or alcoholic beverages in hotels, unless otherwise authorized by state law. ~~To the extent that the hours for sale and/or furnishing of alcoholic beverages as~~

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~~provided herein are inconsistent with the lawful hours of sale as designated by the Department of Revenue Alcohol Beverage Commission, the lawful hours for the sale of alcoholic beverages as designated by the commission shall control.~~

Hotels shall also be permitted to sell, furnish or allow beer, light wine or alcoholic beverages in a meeting room or ballroom located within the hotel which is rented or reserved for the purposes of a special event, including but not limited to weddings, hospitality rooms for conferences, rehearsal dinners and political functions, provided that the special event is a catered event. The serving of beer, light wine or alcoholic beverages by hotels to guests of a special event occurring within the hotel premises shall be permitted between the hours of 7:00 a.m. and 1:00 a.m. Monday through Sunday~~11:00 a.m. and 12:00 midnight. To the extent that the hours for sale and/or furnishing of alcoholic beverages as provided herein are inconsistent with the lawful hours of sale as designated by the Department of Revenue Alcohol Beverage Commission, the lawful hours for the sale of alcoholic beverages as designated by the commission shall control.~~

Hotels that elect to place mini bars in the rooms of registered guests are held responsible for keeping the mini bars locked with the issuance of keys restricted to guests who present a valid identification card verifying that he or she is over 21 years of age.

Section 4. This Ordinance shall go into effect thirty (30) days after the adoption hereof,

Section 3. Said Ordinance having been previously reduced to writing, a motion was made by Alderman _____ and seconded by Alderman _____ to adopt the Ordinance and no request having been made by the Mayor or any member of the Board of Aldermen that said Ordinance be read by the City Clerk before a vote was taken, and reading of such having been waived, said Ordinance was adopted by the vote of the Board of Aldermen, the results being as follows:

Sharon Womack, Alderman at Large	_____
Jarrad Craine, Alderman Ward 1	_____
Cris Vinson, Alderman Ward 2	_____
Harry Williams, Alderman Ward 3	_____
Lu Coker, Alderman Ward 4	_____
Dwight Middleton, Alderman Ward 5	_____
David Farris, Alderman Ward 6	_____

The Mayor thereby declared the motion carried and the Ordinance adopted and approved on this the ____ day of _____ 2025.

BUTCH LEE, MAYOR

ATTEST:

MARY ANN HESS, CITY CLERK

**EXPLANATORY STATEMENT OF PUBLIC MEASURE OR AMENDMENT
THERE TO OF THE CITY OF BRANDON, MISSISSIPPI PURSUANT TO MISS. CODE
ANN. SECTION 21-17-19 (1972 AS AMENDED)**

1. Name of Public Measure or Amendment thereto:

ORDINANCE AMENDING CHAPTER 6, ARTICLE I SECTIONS 6-9 and 6-10 OF THE
CODE OF ORDINANCES OF THE CITY OF BRANDON, MISSISSIPPI

2. Date of Adoption: May 1, 2025.
3. Explanatory Statement summarizing the full text of the Public Measure or Amendment
thereto including the chief purpose thereto:

The purpose of this Ordinance is to amend Sections 6-9 and 6.10 of the Code of Ordinances of
the City of Brandon changing the permitted hours for the sale of beer, light wine and alcoholic
beverages by on-premises establishments to 7:00 a.m. to 1:00 a.m., Monday through Sunday.

4. A copy of the full text of the Ordinance, during the entire time of publication of this
Explanatory Statement, shall be posted by the City Clerk for the City of Brandon at: (1)
the Brandon City Hall, (2) the Brandon Public Library, and (3) the Brandon Police
Station.
5. The City Clerk will furnish any resident of the City of Brandon, a copy of the full text of
this Public Measure or Amendment thereto upon request.

THIS, the 1st day of May 2025.

Mary Ann Hess, City Clerk

IN THE MATTER OF THE CITY OF BRANDON
REQUEST TO AMEND HOURS

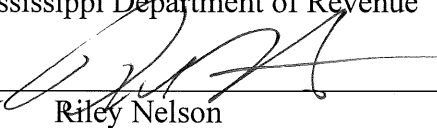
ORDER

The City of Brandon issued a resolution dated April 7, 2025. Within the resolution, the City requests that the Department of Revenue amend the hours of sale at ABC-permitted establishments. Specifically, the City of Brandon requests that the hours for sale of alcohol by on-premises permittees be amended to allow for the sale of alcohol from 7:00 a.m. to 1:00 a.m., Monday through Sunday. A copy of said resolution was forwarded to the Department in accordance with Mississippi Administrative Code, Title 35, Part II, Subpart 2, Chapter 4. The Department has determined that an amendment to the hours is appropriate.

IT IS, THEREFORE, HEREBY ORDERED AND ADJUDGED that the City of Brandon's hours for sale at on-premises establishments are from 7:00 a.m. to 1:00 a.m., Monday through Sunday. All other applicable statutes, rules and regulations shall otherwise remain in full force and effect.

ORDERED, this the 29th day of April, 2025.

Chris Graham
Commissioner
Mississippi Department of Revenue

BY 
Riley Nelson
Chief of Enforcement
Alcoholic Beverage Control
Mississippi Department of Revenue



MEMORANDUM

TO: HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN
FROM: BUTCH LEE
DATE: 04/29/2025
SUBJECT: CONTRACT - PICKERING

Consideration to authorize the Mayor to sign the contract with Pickering Firm to update the water and sewer masterplans.

ATTACHMENTS:

1. Engineering Agreement_5.2.25

PROFESSIONAL SERVICES AGREEMENT

PROJECT NAME: **WATER AND WASTEWATER MASTER PLAN UPDATE**

This Agreement is by and between:

CITY OF BRANDON, MS
1000 Municipal Drive
Brandon, MS 39042

hereinafter referred to as the “**CLIENT**”, and

PICKERING FIRM, INC.
2001 Airport Road, Suite 201
Flowood, MS 39232

Hereinafter referred to as the “**ENGINEER**” who agree as follows:

CLIENT hereby engages the ENGINEER to perform the services described in Part I (ENGINEER’S Responsibilities) of this agreement and the ENGINEER agrees to perform the Services for the compensation set forth in Part III (CLIENT and ENGINEER hereinafter are collectively referred to as the “Parties”). The Parties agree that the services described in Part I will be performed under the General Provisions set forth in Part IV. The Parties agree that time is of the essence of this agreement, and each agrees to perform its respective obligations in a timely manner in order that the Scope of Work undertaken will be completed in a timely fashion. The ENGINEER shall be authorized to commence the services after execution of this agreement and upon direction by the CLIENT. CLIENT and ENGINEER agree that this signature page, together with Parts I-IV and attachments referred to therein, constitute the entire agreement between the Parties relating to the Project (“Agreement”).

APPROVED FOR:
PICKERING FIRM, INC.

By: 

Printed Name: Dan Townsend, P.E.

Title: Principal

Date: 5/2/2025

APPROVED FOR:
CITY OF BRANDON

By: _____

Printed Name: Butch Lee

Title: Mayor

Date: _____

PART I
ENGINEER'S RESPONSIBILITIES

The ENGINEER shall perform or furnish the services described in Attachment A (Scope of Services) to this Agreement.

PART II
CLIENT'S RESPONSIBILITIES

CLIENT, at its expense, shall do the following in a timely manner so as not to delay the Services.

A. INFORMATION/REPORTS

Furnish the ENGINEER with all applicable reports, studies, site characterizations, drawings, regulatory orders and similar information in its possession relating to the Project. Unless otherwise specified, the ENGINEER may rely upon CLIENT-furnished information without independent verification in performing the Services.

B. REPRESENTATIVE

Designate a representative for the Project who shall have the authority to transmit instructions, receive information, interpret and define CLIENT's policies and make decisions with respect to the Services.

C. DECISIONS

Provide all criteria and full information as to CLIENT requirements for the Project, obtain necessary approvals and permits, attend Project-related meetings, provide interim reviews on an agreed-upon schedule, make decisions on Project alternatives, and generally participate in the Project to the extent necessary to allow the ENGINEER to perform the Services.

PART III
COMPENSATION, BILLING, AND PAYMENT

CLIENT shall pay the ENGINEER in accordance with Attachment B (Compensation).

PART IV GENERAL PROVISIONS

Attached to and made a part of the AGREEMENT between

City of Brandon, MS
(CLIENT)

and

Pickering Firm, Inc.
(ENGINEER)

in respect of the project (PROJECT) described therein.

SECTION 1. CLIENT'S RESPONSIBILITIES

1.1 CLIENT shall designate a person to act with authority on his behalf in respect to all aspects of the PROJECT, shall examine and respond promptly to ENGINEER'S submissions, and shall give prompt written notice to ENGINEER whenever he observes or otherwise becomes aware of any defect in the PROJECT. The person designated by the CLIENT shall be

1.2 CLIENT shall also provide to the ENGINEER all criteria and full information as to his requirements for the PROJECT, and shall when possible:

- Guarantee access to and make all provisions for ENGINEER to enter upon public and private property as necessary to accomplish the work.
- Provide such legal, accounting, independent cost estimating, and insurance counseling services as may be required for the PROJECT.
- Furnish approvals and permits from all governmental authorities having jurisdiction over the PROJECT.
- Provide the ENGINEER with escorts and means of access to all areas; this being necessary for the orderly progress of the work, the ENGINEER shall be entitled to rely upon the efficiency and completeness thereof.
- Compensate the ENGINEER for services rendered under this AGREEMENT, and pay all cost incident to CLIENT furnished items.

SECTION 2. REIMBURSABLE EXPENSES

2.1 Reimbursable expenses include actual expenditures made by the ENGINEER, his employees, or his subconsultants in the interest of the PROJECT. Reimbursable expenses include but are not limited to the following:

Expenses of transportation and living when traveling in connection with the PROJECT, long distance calls, overnight mail, telecopies, and fees paid for testing and/or for securing approval of authorities having jurisdiction over the PROJECT. Expense of printing, reproduction, postage, and handling of drawings, specifications, and reports including duplicate sets at the completion of each phase for the CLIENT's review and approval.

Expense of subconsultants and specialists when authorized by the CLIENT.

SECTION 3. PAYMENTS TO THE ENGINEER

3.1 Progress payments shall be made in proportion to services rendered and as indicated within this AGREEMENT and shall be due and owing upon receipt of the ENGINEER'S submittal of his invoice together with the work required by contract provided that the time of payment or for other proof of completion of the work acceptable to the CLIENT. In the event that the completed invoice, having satisfied all requirements for submission and payment, or portion thereof that payment is late; payment when received will be applied first to this fee and then to the original invoiced amount. Initial payment or retainage will be credited to the ENGINEER'S last invoice for services.

3.2 The CLIENT shall contact the ENGINEER'S Project Manager within ten (10) working days of receipt of the invoice to clarify any disputed issues concerning the invoice. Payment of non-disputed items shall not be withheld.

3.3 If the CLIENT fails to make payments due the ENGINEER, the ENGINEER may, after giving seven days written notice to CLIENT, suspend services under this AGREEMENT, and retain all work products deliverable to the CLIENT until payment is made. The project completion date is automatically extended by the number of days services are suspended.

3.4 Invoices which remain unpaid sixty (60) days from the date of the invoice may result in the cessation of all work on the PROJECT. If payment has not been received after ninety (90) days from the date of the invoice, a stop work order will be issued. The CLIENT will be liable for all reasonable collection costs and attorneys' fees. The CLIENT will be given a written notice seven (7) days before work is stopped.

3.5 No deductions shall be made from the ENGINEER'S compensation because of penalties, liquidated damages, or other sums withheld from payments to Contractors.

3.6 If the PROJECT is delayed or if the ENGINEER'S services for the PROJECT are delayed or suspended for more than three months for reasons beyond the ENGINEER'S control, the ENGINEER may, after giving seven days written notice to the CLIENT, terminate this AGREEMENT, and the CLIENT shall compensate the ENGINEER in accordance with the termination provision contained in this AGREEMENT.

3.7 RESERVED

SECTION 4. OWNERSHIP OF DOCUMENTS

4.1 All documents, drawings, specifications and other work product of the engineer for this project shall be exclusively the property of the CLIENT.

SECTION 5. DELEGATION OF DUTIES

5.1 Neither the CLIENT nor the ENGINEER shall delegate his duties under this AGREEMENT without the written consent of the other.

SECTION 6. TERMINATION

6.1 This AGREEMENT may be terminated by either party by seven days written notice in the event of substantial failure to perform in accordance with the terms of this AGREEMENT by the other party through no fault of the terminating party. If this AGREEMENT is terminated, the ENGINEER shall be paid for services performed to the termination notice date including reimbursable expenses.

SECTION 7. EXTENT OF AGREEMENT

7.1 This AGREEMENT represents the entire and integrated AGREEMENT between the CLIENT and the ENGINEER and supersedes all prior negotiations, representations, or agreements either written or oral. This AGREEMENT may be amended only by written instrument signed by the CLIENT and the ENGINEER.

SECTION 8. GOVERNING LAW

8.1 This Agreement shall be governed by the laws of the State of Mississippi.

SECTION 9. GENERAL

9.1 All claims, disputes, controversies or matters in question arising out of, or relating to this AGREEMENT or any breach thereof including, but not limited to, disputes arising out of alleged design defects, breaches of contract, error omissions, or acts of professional negligence (collectively "disputes") may be submitted to non-binding mediation before and as a condition precedent to any other remedy. Upon written request by either party to this AGREEMENT for mediation of any dispute, CLIENT and ENGINEER may select by mutual agreement a neutral mediator. Such selection may be made within ten (10) calendar days of the date of receipt by the other party of the written request for mediation. In the event of failure to reach such agreement or in any instance when the selected mediator is unable or unwilling to serve and a replacement mediator cannot be agreed upon by CLIENT and ENGINEER within ten (10) calendar days, a mediator may be chosen as specified in the Construction Industry Mediation Rules of the American Arbitration Association then in effect.

Notwithstanding any other provisions of this Article, in no event shall a request for mediation be made more than two (2) years from the date the party making request knew or should have known of the dispute or six (6) years from the date of the substantial completion of ENGINEER's participation in the PROJECT whichever date shall occur earlier.

All mediation shall take place in Rankin County, Mississippi. The fees of the mediator or arbitrator(s) shall be apportioned equally between the parties.

9.2 Neither party shall hold the other responsible for damages or delay in performance caused by acts of God, strikes, lockouts, accidents, or other events beyond the control of the other or the other's employees and agents.

9.3 In the event any provisions of this AGREEMENT shall be held to be invalid and unenforceable, the remaining provisions shall be valid and binding upon the parties. One or more waivers by either party of any provision, term, condition or covenant shall not be construed by the other party as a waiver of a subsequent breach of the same by the other party.

9.4 The ENGINEER has not been retained or compensated to provide design and construction review services relating to the Contractor's safety precautions or to means, methods, techniques, sequences, or procedures required for the Contractor to perform his work.

9.5 The ENGINEER intends to render his services under this AGREEMENT in accordance with generally accepted professional practices for the intended use of the PROJECT.

9.6 Any opinion of construction cost prepared by the ENGINEER represents his judgment as a design professional and is supplied for the general guidance of the CLIENT. Since

the ENGINEER has no control over the cost of labor and material, or over competitive bidding or market conditions, the ENGINEER does not guarantee the accuracy of such opinions as compared to Contractor bids or actual cost to the CLIENT.

9.7 The point of contact for the ENGINEER will be Mr. Dan Townsend, P.E.

9.8 **HAZARDOUS MATERIALS.** It is acknowledged by both parties that the ENGINEER's scope of services does not include any services related to asbestos or hazardous or toxic materials. In the event the ENGINEER or any other party encounters asbestos or hazardous or toxic materials at the jobsite, or should it become known in any way that such materials may be present at the jobsite or any adjacent areas that may affect the performance of the ENGINEER's services, the ENGINEER may, at his or her option and without liability for consequential or any other damages, suspend performance of services on the project until the CLIENT retains appropriate specialist consultant(s) or contractor(s) to identify, abate and/or remove the asbestos or hazardous or toxic materials, and warrant that the jobsite is in full compliance with applicable laws and regulations.

SECTION 10. INDEMNITY

10.1 RESERVED.

SECTION 11. INSURANCE

11.1 ENGINEER shall acquire and maintain statutory workmen's compensation insurance coverage, employer's liability and comprehensive general liability insurance coverage. No work shall be undertaken unless proof of insurance is first delivered to CLIENT for CLIENT's approval.

ATTACHMENT A

SCOPE OF SERVICES

The ENGINEER agrees to perform professional services in connection with the Project, including normal planning and engineering services related thereto, as set forth below and contained within this Agreement. The Scope of Services shall include Planning Phase services, as described in this attachment.

I. PLANNING PHASE SERVICES

Pickering will provide planning services necessary to update Water and Wastewater Master Plans for the CLIENT. The scope of work generally includes the following tasks:

A. Water Distribution System

1. Update water system inventory and mapping from available information and interviews with City staff.
2. Determine current water demands from billing records and well pumping records provided by the City.
3. Estimate future water demands from available information.
4. Update water system hydraulic model to include current infrastructure.
5. Review available information and interview City staff to determine water system deficiencies.
6. Develop recommendations and estimated costs for water system capital improvements.
7. Review existing water rate structure and prepare an analysis of water rates needed to fund recommended improvements.
8. Provide a Water System Master Plan update in the form of a bound report.

B. Wastewater Collection System

1. Update wastewater collection system inventory and mapping from available information provided by the City.

2. Review wastewater meter station data to determine existing system flows.
3. Estimate future wastewater flows from available information.
4. Review available information and interview City staff to determine wastewater collection system deficiencies.
5. Develop recommendations and estimated costs for wastewater system capital improvements and rehabilitation.
6. Review existing wastewater rate structure and prepare an analysis of wastewater rates needed to fund recommended improvements.
7. Provide a Wastewater System Master Plan update in the form of a bound report.

II. SCHEDULE

Pickering will provide complete scope of services within eight (8) months from authorization to proceed.

ATTACHMENT B
COMPENSATION

The ENGINEER will, on behalf of the CLIENT, perform the work outlined in Exhibit I in connection with the Project and contained within this Agreement as set forth below:

COMPENSATION

<u>SERVICE</u>	<u>FEE</u>	<u>FEE BASIS</u>
Water and Wastewater Masterplan Updates	\$150,000	Lump Sum

SCHEDULE OF COMPENSATION

1. The Client will be billed monthly based on the Engineer's estimate of the percentage of the total services actually completed during the monthly billing period.

ATTACHMENT C
ADDITIONAL SERVICES

Any services authorized by the CLIENT, not described in Attachment A will be considered as Additional Services. The ENGINEER shall perform additional services only after the ENGINEER has received written notification by the CLIENT authorizing the work. The CLIENT will pay the ENGINEER for authorized Additional Services on the basis of a negotiated lump sum fee agreed to by both parties or on the basis of the hourly rates plus reimbursable expenses as defined in ATTACHMENT D, Standard Professional Services Fees, to this Agreement.

Attachment D

STANDARD PROFESSIONAL SERVICES FEES

JANUARY 1, 2025

<u>Classification</u>	<u>Hourly Fee</u>
1. Principal / Project Director	250.00
2. Senior Project Manager	240.00
3. Project Manager / Senior Architect / Senior Engineer	230.00
4. Architect / Engineer	180.00
5. Senior Designer	165.00
6. Survey Manager	180.00
7. Geologist	155.00
8. Professional Intern	145.00
9. Project Surveyor	155.00
10. UAS (Drone) / Seafloor Systems RCV (HyDrone) Pilot	150.00
11. Senior Scientist	140.00
12. Senior Technician	140.00
13. Technician / Inspector/ Project Coordinator	125.00
14. Scientist	125.00
15. Survey Team (2-person), Including Conventional Equipment*	195.00
16. Survey Team (3-person), Including Conventional Equipment*	240.00
17. Survey Team (4-person), Including Conventional Equipment*	285.00
* NOTE: A Robotic Total Station or GPS Equipment may be substituted as a Survey Team member. For instance, if a Robotic Total Station is utilized on a 2-person Survey Team then the client will be billed using a 3-person Survey Team Rate.	
18. Clerical	115.00
19. A minimum daily fee is charged for any one-time service of a project manager, senior architect or senior engineer (\$1,950), or architect/engineer (\$1,600).	

- 20. A minimum of four (4) hours is charged for a survey team for any service occurrence.
- 21. A minimum of four (4) hours is charged for UAS (Drone) services.
- 22. A rate of twice the Standard Professional Services Fee is required for depositions, court proceedings and insurance investigations.
- 23. Overtime hourly rate is 1.5 times the regular hourly rate.
- 24. Construction Manager/Administrator/Supervisor/Inspector hourly rate varies from \$125 to \$180 depending on the level of expertise required and the frequency of the requirement for the specific individual.

OTHER SERVICES

- 25. Mileage will be charged for all travel if destination is greater than 30-mile radius from office.
- 26. Other travel, meals, hotel/motel, and auto rental at 1.15 times the expense incurred.
- 27. Consultants will be charged at 1.15 times actual rates.
- 28. Printing, reproduction and express courier at 1.15 times cost.
- 29. Four-wheeler/All-Terrain vehicle (ATV) Rate is \$145.00 per day.
- 30. UAS (Drone) Services Rate is \$195 per hour.
- 31. Seafloor Systems (HyDrone) RCV Survey Boat Rate is \$145 per hour.



MEMORANDUM

TO: HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN
FROM:
DATE: 04/25/2025
SUBJECT: CONSIDERATION TO ADOPT THE AUDIT FOR THE CITY OF B

ATTACHMENTS:

None



MEMORANDUM

TO: HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN
FROM: MARY ANN HESS
DATE: 04/28/2025
SUBJECT: **CONSIDERATION TO APPROVE PROFESSIONAL SERVICES AGR**

Consideration to approve professional services agreements 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:
Dalton Torres Music, LLC and City of Brandon Artist Agreement
Lucas Cote f/s/o Band Loreda and City of Brandon Artist Agreement
Tami Neilson and City of Brandon Revised Artist Agreement

ATTACHMENTS:

1. Dalton Torres Artist Agreement Brandon 2025
2. Band Laredo Artist Agreement Brandon 2025
3. FEC CAA Reviewed - Tami Neilson - Brandon Amphitheater



MEMORANDUM

TO: HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN
FROM: MARY ANN HESS
DATE: 04/29/2025
SUBJECT: QUOTE - METRO BUILDING

Consideration to approve a quote from Metro Building Services to replace one Mini-Split System at the Amphitheater in the amount of \$11,407.84.. Another quote was received from Maintenance Services, Inc., in the amount of \$12,698.00.

ATTACHMENTS:

1. Memo_Amphitheater-Replace Mini-Split System_042925
2. Quote_Metro Services-AMP
3. Quote_Maintenance Services, Inc.-AMP



MEMORANDUM

TO: HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN
FROM: MARY ANN HESS, CITY CLERK
JODY COMPTON, FACILITIES MANAGER
BOARD AGENDA: MAY 5, 2025
SUBJECT: AMPHITHEATER _REPLACE MINI-SPLIT SYSTEM

Asking for your consideration to approve the quote from Metro Building Services to replace one Mini-Split System. This system has (2) mini-split heads, which cools two separate locations, and one condenser unit outside. One unit serves the women's restroom, the other serves the VIP storage room.

We received an additional quote and recommend Metro Building Services as the lowest and best quote and authorize the mayor to execute all related documents and amend the budget accordingly.

- Metro Building Services \$11,407.84 GL Code 004-500-730

Additional quote received from:

- Maintenance Services, Inc. \$12,698.00

Contractor Certification Form has been completed and verified.

Thank you for your consideration in this matter. Please let us know if you have any questions.

ATTACHMENTS

- Metro Building Services Quote
- Maintenance Services, Inc. Quote



PROJECT PROPOSAL

Company

Metro Building Services
1385 Industrial Drive
Bolton, MS 39041
Ph: 601-398-2475 Fax:

Proposal Date: 4/15/2025

Proposal Number: JCF04152025-6437

Agreement Number:

Contractor License:

Bill To Identity

City of Brandob
1000 Municipal Drive
Brandon, Mississippi 39042

Agreement Location

Brandon Amphitheater
8190 Rock Way
Brandon, Mississippi 39042

Metro Building Services, a Fidelity Building Services Group Company, is pleased to submit our proposal to **COB Amphitheater. Women's restroom Mini split replacement.**

WARRANTY: Our warranty on work performed is one (1) year, parts and labor.

YOUR INVESTMENT FOR THIS SCOPE OF WORK\$11,407.84

Cost Type Total:

Total Equipment = \$8,683.96

Total Labor = \$2,723.88

Dear Jody,

Metro Building Services, LLC is pleased to propose the work as set forth below:

SCOPE OF WORK

- Lock out/ tag out electrical.
- Remove bad dual head mini split that serves the women's restroom and the VIP CDC storage room.
- Provide and install new dual head condenser DCU-2 and two wall mounted indoor units DSS2-1 and DSS2-2.
- Remove bad condensate pump from VIP CDC storage room area.
- Provide and install new condensate pump in the VIP CDC storage room area.
- Check and verify operation of unit.
- Clean all work areas.

EXCLUSIONS: Expedited shipping, special delivery, labor, or another request not listed in project scope. Parts and materials found defective during project not listed in project scope. Warranty on items not furnished by Metro Building Services, LLC.

This proposal is valid for a period of fifteen (15) days, and if not accepted within that time frame, it shall be automatically rescinded, and any replacement proposal may be subject to increased costs. Upon execution as provided below, this agreement, including the following pages attached hereto (collectively, the "Agreement"), shall become a binding and enforceable agreement against both parties hereto. Customer, by execution of this Agreement, acknowledges that it has reviewed and understands the attached terms and conditions and has the authority to enter into this Agreement.

Contractor

Josh Fuller

Signature (Authorized Representative)

Josh Fuller

Name (Print/ Type)

601-398-2475

Phone

4/15/2025

JCF04152025-6437

Date

Proposal #

Customer

Signature (Authorized Representative)

Name (Print/ Type)

Title

Date

PO#



City of Brandob

Proposed Project Agreement

Date:

4/15/2025

Proposal Number:

JCF04152025-6437

Prepared for:

Brandon Amphitheater
8190 Rock Way
Brandon, Mississippi 39042

Prepared by:

Josh Fuller
601-398-2475
joshf@metrobuildingservices.com

CITY OF BRANDON, MISSISSIPPI

BID, CONTRACTOR BOND AND INSURANCE CERTIFICATION FORM

This bid form is furnished by the City of Brandon, Mississippi in accordance with Mississippi Code § 31-7-13(b) regarding competitive written bids for purchases between \$5,000.00 and \$75,000.00.

Bids may be submitted by facsimile, electronic mail, or other generally accepted method of information distribution.

All bids must be developed based upon comparable identification of the project needs which have been provided to the bidder. Bidder shall include the project specifications/information provided by the City with this bid submission form.

All bidders take notice that all bids shall be developed independently and without knowledge of other bids or prospective bids.

Any bid item for construction in excess of Five Thousand Dollars (\$5,000.00) shall be broken down by components to provide detail of component description and pricing. These details shall be submitted with this bid submission form and shall become part of the bid evaluation criteria.

(To be completed by Contractor/Vendor)

Project Name: Amphitheater Mini Split Replacement, Women's RR/Vip Storage

Bid Number: _____

Bid Submission Date: _____

Location of Work/Delivery (if applicable): COB Amphitheater

Expected Completion/Delivery Date: 5/30/25

Additional Requirements: _____

I. CONTRACTOR/VENDOR INFORMATION

Company Name: Metro Building Services LLC

Mailing Address: 1385 Industrial Dr.

City, State, Zip: Bolton MS, 39041

Phone Number: 601-398-2475

Email Address: accounting@metrobuilding services.com

Federal Tax ID/SSN: 68-0504968

Mississippi Certificate of Responsibility No.: _____

*(Required for construction projects over \$50,000.)

For purposes of this solicitation, "construction project" means work relating to the construction, alteration, or repair of any public building or public work.

II. BID AMOUNT

1. Total Bid (excluding freight/shipping): \$ 11,407.84

Freight/Shipping Charges (if applicable): \$ _____

Grand Total: \$ 11,407.84

2. Additional Information

Warranty Information: One year, parts and labor

Delivery/Completion Timeline: 5/30/25

Payment Terms: Contractor/Vendor acknowledges that all payments by the City shall be lump sum only after delivery and/or completion of the work. (Terms other than lump sum must be approved by the City).

III. BOND AND INSURANCE CERTIFICATIONS

As the authorized representative of the above-named contractor, I certify that our company understands and will comply with the following requirements according to Mississippi Code §31-5-51 if awarded this contract (please check all boxes):

A. For Construction Projects Over \$25,000:

☒ Performance Bond: I certify that our company will furnish a performance bond payable to the City in an amount not less than the total contract amount.

☐ Payment Bond: I certify that our company will furnish a payment bond payable to the City in an amount not less than the total contract amount.

- ☐ Bond Quality: I certify that all bonds will be issued by a surety company that is:
- Authorized to do business in the State of Mississippi
 - Listed on the United States Treasury Department's list of acceptable sureties

Name of Bonding Company: _____

Bonding Agent Contact: _____

B. Liability Insurance:

☒ General Liability Insurance: I certify that our company will provide proof of general liability insurance coverage in an amount not less than One Million Dollars (\$1,000,000.00) for bodily injury and property damage.

☒ City as Named Insured: I certify that our company will include the City as a named insured on the liability insurance policy.

Name of Insurance Company: Riggs, Counselman, Michaels, & Downes, Inc.

Insurance Agent Contact: Rebecca Gierczak 401-339-7263

Policy Number: VTNCO5HAB537PHX25

C. Certificate of Responsibility:

☐ For construction projects over \$50,000: I certify that our company holds a valid Mississippi Certificate of Responsibility as required by state law (number listed above).

IV. ACKNOWLEDGMENT OF DOCUMENTATION REQUIREMENTS

I understand that the following documents must be provided if our company is awarded this contract (please check all boxes):

- ☒ Insurance Certificate: Showing \$1,000,000 liability coverage with City named as insured (for construction projects over \$25,000)
- ☐ Performance Bond: Equal to 100% of contract value (for construction projects over \$25,000)
- ☐ Payment Bond: Equal to 100% of contract value (for construction projects over \$25,000)
- ☐ Certificate of Responsibility: Copy of valid certificate (for construction projects over \$50,000)

V. NON-COLLUSION CERTIFICATION

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid for the same materials, supplies, equipment, or services and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of state and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of this bid and certify that I am authorized to sign this bid for the bidder.

VI. CERTIFICATION AND SIGNATURE

I, the undersigned, certify that I am authorized to complete this form and make these commitments on behalf of the contractor/vendor named above. I understand that failure to meet these requirements if awarded the contract may result in bid rejection or contract termination.

Signature: Allison Wilson

Printed Name: Allison Wilson

Title: VP of Finance

Date: 4-17-2025

FOR CITY USE ONLY

Form Received By: J. Compton

Date Received: 4/24/25

Insurance Verification: ☒ Complete ☐ Incomplete ☐ Not Required Yet 4/24/25 4/24

Bond Verification: ☐ Complete ☐ Incomplete ☒ Not Required Yet

Certificate of Responsibility Verified: ☐ Yes ☐ No ☒ Not Required

This bid meets all requirements of § 31-7-13(b): ☒ Yes ☐ No

Award Date: _____

Bid award authorized by Governing Authority: ☐ Yes ☐ No. (If "No" indicate reason why _____)

Bid Accepted: ☐ Yes ☐ No. (If "No" indicate why this bid was not accepted: _____)

Governing Authority Minutes Date (if applicable): _____

Purchase Order No. (if applicable): _____

Notes: _____

By executing below, I certify on behalf of the City that this bid solicitation was developed based upon comparable identification of the needs of the City and independently of any bidder.

City Representative Signature: _____

Date: _____



MAINSER-01

AMCGEHEE

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/24/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Hub International Gulf South 300 Concourse Boulevard Suite 300 Ridgeland, MS 39157	CONTACT NAME:	FAX (A/C, No): (601) 707-2070
	PHONE (A/C, No, Ext): (601) 607-5500	
INSURED Maintenance Services, Inc 194 Dogwood Lane S Florence, MS 39073	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : State Auto Property & Casualty	25127
	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER: GENERAL LIABILITY GENERAL			GLP2102787	9/3/2024	9/3/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPIOP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY ☐ ANY AUTO OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) ☐ Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

City of Brandon

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



Maintenance Services, Inc.
PO Box 180593
Jackson, MS 39218
+16012594672
maintenanceservices180@gmail.com

Estimate

ADDRESS

City of Brandon
PO Box 1539
Brandon, MS 39043

SHIP TO

City of Brandon
Amphitheater Women's
restroom & CDC storage
Brandon, MS

ESTIMATE # 1196

DATE 04/18/2025

EXPIRATION DATE 05/16/2025

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
04/18/2025	Sales	Quote to replace the dual head mini split Shut down the units and electrical. Recover freon and remove the old equipment. Remove the bad condensate pump in CDC storage. Furnish and install one new dual condenser and two wall mount indoor AHs and one condensate pump. Make connections, pressure test, evacuate and charge with new refrigerant. Prepare for start up of the new equipment. Start up the system and check it's operation. Total equipment \$9,478.00 Total Labor \$3,220.00	1	12,698.00	12,698.00

SUBTOTAL	12,698.00
TAX	0.00
TOTAL	\$12,698.00

Accepted By

Accepted Date



MEMORANDUM

TO: HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN
FROM:
DATE: 05/02/2025
SUBJECT: **CONSIDERATION TO APPROVE THE QUOTE FROM WILSON & W**

ATTACHMENTS:

1. Agenda Item-City Hall Irrigation_050225



MEMORANDUM

TO: HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN
FROM: MARY ANN HESS, CITY CLERK
JODY COMPTON, FACILITIES MANAGER
BOARD AGENDA: MAY 5, 2025
SUBJECT: NEW IRRIGATION SYSTEM AT CITY HALL

Asking for your consideration to approve the quote from Wilson & Wilson Irrigation to install a new irrigation system and controller in the front parking lot of City Hall covering all the existing planting areas.

We received an additional quote and recommend Wilson & Wilson Irrigation as the lowest and best quote and authorize the mayor to execute all related documents and amend the budget accordingly.

- Wilson & Wilson Irrigation - \$22,975.00 GL Code 001-092-600

Additional quote received from:

- Bill Rawls LLC - \$29,000.00

Thank you for your consideration in this matter. Please let us know if you have any questions.

ATTACHMENTS

- Wilson & Wilson Irrigation Quote
- Bill Rawls LLC Quote
- Scope of Work
- City of Brandon Bid Form



March 13, 2025

Request for Quote: City Hall Irrigation System

Scope of work:

The City of Brandon is seeking qualified contractors to install an irrigation system in the front parking lot planting beds as indicated. The scope of work includes the following:

1. **Meter and Controller Location**
 - The city will provide a new 2" meter located on the side of the NW corner of the building, see yellow outline in the attached picture.
 - The controller will be in front of the NW corner of the building near the existing light pole, see blue outline in the attached picture.
 2. **Areas to be Irrigated**
 - All the small and large planting beds directly in front of the building.
 - The row of shrubs North of the parking lot in front of the detention pond.
 - **Note: DO NOT irrigate the large gravel bed on the West side of the parking lot, see red outline in attached picture.**
 3. **Bore Locations** (approximately 9 or 10 bores)
 - From the meter to the controller and all connecting beds, and from the nearest bed to the row of shrubs North of the parking lot near the detention pond.
 4. **Irrigation Zones**
 - Estimating between 9 to 13 zone valves will be needed. Please confirm zones needed.
 5. **Spray Heads or Rotor Heads**
 - This project appears to be better suited for spray heads, please confirm the number of units needed.
 6. **Controller**
 - Multi-station controller with rain sensor set on 3" x 3" x 48"h fence post with finial on top, all painted black, and concreted in ground.
 7. **Electrical**
 - No electricity is present at the controller's location. Contractor to provide an adequate Solar Module.
 8. **Warranty**
 - Provide a Standard 1-Year Contractor's Labor and Materials warranty at completion.
 9. **General Requirements**
 - The contractor is responsible for all labor, materials, equipment, permits, fees and taxes associated with the project.
 - The contractor is responsible for a clean, and safe working environment.
 - Re-cover all disturbed areas with pine straw.
-

Site Visit & Questions

A pre-bid site visit is recommended to assess the existing conditions. Any questions or clarifications should be submitted to the City's Facilities Manager's office by Friday, March 21, 2025.

Quote Submission

Complete, City provided **Bid Form**, and submit by mail or email no later than Monday March 31, 2025, to:

City of Brandon
Facilities Manager
1000 Municipal Drive
Brandon, MS 39042

jcompton@brandonms.com

Please use the above information to submit your quote **signed** and on company letterhead.

The City reserves the right to accept or reject any or all quotes. Work must be completed within 45 days of the notice to proceed or issued purchase order.

Evaluation Criteria

Quotes will be evaluated based on price, qualifications, proposed schedule, and adherence to scope.

Thanks



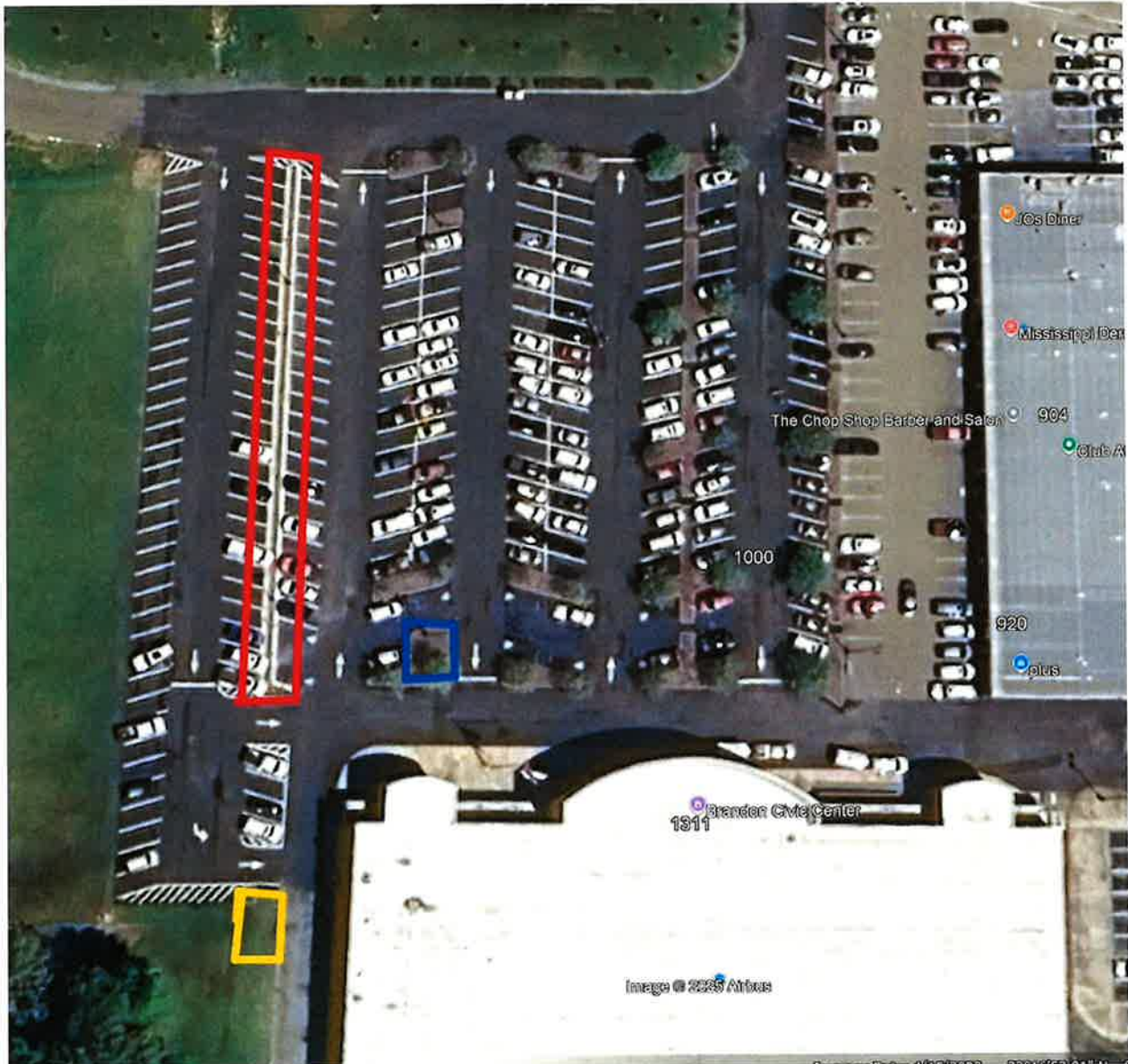
Jody Compton | Facilities Manager
City of Brandon, MS

1000 MUNICIPAL DRIVE
BRANDON, MS 39042
P:601-824-4580/C:601-383-4305 • jcompton@brandonms.org



March 13, 2025

City Hall Irrigation System





Wilson & Wilson Irrigation, Inc.
2610 Lakeland Dr.
Jackson, MS 39232
ph: 601-939-8810 fax: 601-718-5053

Quotation

DATE: 5/2/2025 *VB*
Drawing # 25033
MS License # 24484-SC
AL License # S-47840
FL License #'s SP5000, I-166,
FL License #'s C-083-IR, 15332
LA License # 13-0568

taylor@wilsonandwilsonirrigation.com
www.wilsonandwilsonirrigation.com

Quotation For:

Project:

	City of Brandon
	City Hall
	Brandon, MS

Plan Dated

Pages

We can begin work approximately **28** days from acceptance of proposal

Quotation valid for: 30 days

QUANTITY	DESCRIPTION	AMOUNT
200	Sprays	
12	Zone Valves	
1	Control Panel w/ Rain Sensor & Solar Module	
1	Mobilizations	
10	Bores	
Exclusions: Water Meter, Tap, 120v Power for Controller, Controller, Surveying, Additional Mobilizations		

"Upon default in payment of this contract, or any part when due, the undersigned agrees to pay a reasonable attorney's fee of thirty-three and one-third (33-1/3 %) percent of the balance due and owing in the event that it is necessary that this contract be referred to an attorney for collection."

"The undersigned further agrees to pay a one and one-half (1-1/2 %) percent per month carrying charge on the unpaid balance."

SUBTOTAL \$ 22,975.00

SALES TAX -

TOTAL \$ 22,975.00

Aaron Bryant
Taylor Wilson

Aaron Bryant
Acceptance of proposal

Date
5/2/25

Proposal

BILL RAWLS IRRIGATION
1312 JOHNS MAYTON RD
BRANDON, MS. 39042
601-540-0554

2/14 Confirmed w/ BILL
THAT his QUOTE IS STILL
GOOD. SAID YES

PROPOSAL SUBMITTED TO CITY OF BRANDON	JOB NAME	JOB #
ADDRESS BRANDON, MS.	JOB LOCATION	
	DATE 5-7-2025	DATE OF PLANS 10-21-2024
PHONE #	FAX #	ARCHITECT

We hereby submit specifications and estimates for: **IRRIGATION SYSTEM - CITY HALL**

PRICE INCLUDES 2-LONG ISLANDS & 6 SMALL ISLANDS &
BEHIND CURB ALONG RETENTION POND.

200 - SPRAY HEADS
10 - ZONE VALVES
1 - CONTROLLER (SOLAR PANEL)
9 - ROAD BORES
\$29,000.

* PRICE DOES NOT INCLUDE 2" WATER METER. OR TAP

We propose hereby to furnish material and labor - complete in accordance with the above specifications for the sum of:

\$ sign here Dollars

with payments to be made as follows:

Any alteration or deviation from above specifications involving extra costs will be executed only upon written order and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control.

Respectfully
submitted

Note - this proposal may be withdrawn by us if not accepted within _____ days

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

Signature

Date of Acceptance

Signature

CITY OF BRANDON, MISSISSIPPI

BID, CONTRACTOR BOND AND INSURANCE CERTIFICATION FORM

This bid form is furnished by the City of Brandon, Mississippi in accordance with Mississippi Code § 31-7-13(b) regarding competitive written bids for purchases between \$5,000.00 and \$75,000.00.

Bids may be submitted by facsimile, electronic mail, or other generally accepted method of information distribution.

All bids must be developed based upon comparable identification of the project needs which have been provided to the bidder. Bidder shall include the project specifications/information provided by the City with this bid submission form.

All bidders take notice that all bids shall be developed independently and without knowledge of other bids or prospective bids.

Any bid item for construction in excess of Five Thousand Dollars (\$5,000.00) shall be broken down by components to provide detail of component description and pricing. These details shall be submitted with this bid submission form and shall become part of the bid evaluation criteria.

(To be completed by Contractor/Vendor)

Project Name: Brandon City Hall

Bid Number: _____

Bid Submission Date: 3/24/25

Location of Work/Delivery (if applicable): 1000 Municipal Dr.

Expected Completion/Delivery Date: 45 Days from NTP date

Additional Requirements: _____

I. CONTRACTOR/VENDOR INFORMATION

Company Name: Wilson & Wilson Irrigation, Inc.

Mailing Address: 2610 Lakeland Dr.

City, State, Zip: Flowood, MS 39232

Phone Number: 601-939-8810

Email Address: taylor@wilsonandwilsonirrigation.com

Federal Tax ID/SSN: 64-0602689

Mississippi Certificate of Responsibility No.: 24484-SC

*(Required for construction projects over \$50,000.)

For purposes of this solicitation, "construction project" means work relating to the construction, alteration, or repair of any public building or public work.

II. BID AMOUNT

1. Total Bid (excluding freight/shipping): \$ \$22,975.00

Freight/Shipping Charges (if applicable): \$ 0

Grand Total: \$ \$22,975.00

2. Additional Information

Warranty Information: 1 year from completion

Delivery/Completion Timeline: 45 days

Payment Terms: Contractor/Vendor acknowledges that all payments by the City shall be lump sum only after delivery and/or completion of the work. (Terms other than lump sum must be approved by the City).

III. BOND AND INSURANCE CERTIFICATIONS

As the authorized representative of the above-named contractor, I certify that our company understands and will comply with the following requirements according to Mississippi Code §31-5-51 if awarded this contract (please check all boxes):

A. For Construction Projects Over \$25,000:

☐ Performance Bond: I certify that our company will furnish a performance bond payable to the City in an amount not less than the total contract amount.

☐ Payment Bond: I certify that our company will furnish a payment bond payable to the City in an amount not less than the total contract amount.

- ☐ Bond Quality: I certify that all bonds will be issued by a surety company that is:
- Authorized to do business in the State of Mississippi
 - Listed on the United States Treasury Department's list of acceptable sureties

Name of Bonding Company: NA

Bonding Agent Contact: NA

B. Liability Insurance:

☒ General Liability Insurance: I certify that our company will provide proof of general liability insurance coverage in an amount not less than One Million Dollars (\$1,000,000.00) for bodily injury and property damage.

☒ City as Named Insured: I certify that our company will include the City as a named insured on the liability insurance policy.

Name of Insurance Company: Livingston Insurance

Insurance Agent Contact: Kip Carroll 662-746-3532

Policy Number: COI will be provided meeting coverage limits below

C. Certificate of Responsibility:

☒ For construction projects over \$50,000: I certify that our company holds a valid Mississippi Certificate of Responsibility as required by state law (number listed above).

IV. ACKNOWLEDGMENT OF DOCUMENTATION REQUIREMENTS

I understand that the following documents must be provided if our company is awarded this contract (please check all boxes):

☒ Insurance Certificate: Showing \$1,000,000 liability coverage with City named as insured (for construction projects over \$25,000)

☐ Performance Bond: Equal to 100% of contract value (for construction projects over \$25,000)

☐ Payment Bond: Equal to 100% of contract value (for construction projects over \$25,000)

☒ Certificate of Responsibility: Copy of valid certificate (for construction projects over \$50,000)

V. NON-COLLUSION CERTIFICATION

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid for the same materials, supplies, equipment, or services and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of state and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of this bid and certify that I am authorized to sign this bid for the bidder.

VI. CERTIFICATION AND SIGNATURE

I, the undersigned, certify that I am authorized to complete this form and make these commitments on behalf of the contractor/vendor named above. I understand that failure to meet these requirements if awarded the contract may result in bid rejection or contract termination.

Signature: Taylor R. Wilson

Printed Name: Taylor R. Wilson

Title: President

Date: 3/24/25

FOR CITY USE ONLY

Form Received By: Loay Compton

Date Received: 3/25/25

Insurance Verification: ☒ Complete ☐ Incomplete ☐ Not Required Yet

Bond Verification: ☐ Complete ☐ Incomplete ☒ Not Required Yet

Certificate of Responsibility Verified: ☐ Yes ☒ No ☐ Not Required

This bid meets all requirements of § 31-7-13(b): ☒ Yes ☐ No

Award Date: _____

Bid award authorized by Governing Authority: ☐ Yes ☐ No. (If "No" indicate reason why
_____)

Bid Accepted: ☐ Yes ☐ No. (If "No" indicate why this bid was not accepted:
_____)

Governing Authority Minutes Date (if applicable): _____

Purchase Order No. (if applicable): _____

Notes: _____

By executing below, I certify on behalf of the City that this bid solicitation was developed based upon comparable identification of the needs of the City and independently of any bidder.

City Representative Signature: _____

Date: _____



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/09/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Livingston Insurance Agency, Inc. P.O. Drawer 7 Yazoo City MS 39194	CONTACT NAME:	
	PHONE (A/C No. Ext.): (662) 746-3532	FAX (A/C No.): (662) 746-3557
	E-MAIL ADDRESS: laurie_ables@yahoo.com	
INSURED Wilson & Wilson Irrigation, Inc. 2610 Lakeland Drive Jackson MS 39232	INSURER(S) AFFORDING COVERAGE	
	INSURER A: Grain Dealers Mutual Insurance	
	INSURER B: Benchmark Insurance Company	
	INSURER C:	
	INSURER D:	
	INSURER E:	
INSURER F:		

COVERAGES	CERTIFICATE NUMBER:	REVISION NUMBER:
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.		

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE \$ 1,000,000
	☐ CLAIMS-MADE ☒ OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000
							MED EXP (Any one person) \$ 10,000
							PERSONAL & ADV INJURY \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$ 2,000,000
	☐ POLICY ☐ PRO-JECT ☐ LOC						PRODUCTS - COMP/OP AGG \$ 2,000,000
	OTHER:						\$
A	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	☒ ANY AUTO						BODILY INJURY (Per person) \$
	☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS						BODILY INJURY (Per accident) \$
	☒ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident) \$
							\$
A	☒ UMBRELLA LIAB ☒ OCCUR						EACH OCCURRENCE \$ 2,000,000
	☐ EXCESS LIAB ☐ CLAIMS-MADE						AGGREGATE \$ 2,000,000
	DED ☐ RETENTION \$						\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						☒ PER STATUTE ☐ OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						E L EACH ACCIDENT \$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E L DISEASE - EA EMPLOYEE \$ 1,000,000
							E L DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Taylor Wilson is excluded on Workers Comp. Umbrella follows form

CERTIFICATE HOLDER	CANCELLATION
	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE: 



MEMORANDUM

TO: HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN
FROM:
DATE: 05/01/2025
SUBJECT: **CONSIDERATION TO APPROVE THE ADVERTISEMENT FOR A R**

ATTACHMENTS:

1. RFQ Engineering - Brandon EDA

LEGAL NOTICE
BRANDON, MISSISSIPPI
REQUEST FOR QUALIFICATIONS FOR ENGINEERING SERVICES

The City of Brandon requests proposals from qualified firms or individuals to provide engineering services for work related to the implementation of approved FY 2023 EDA project(s). You are invited to submit a proposal, in accordance with this request, to the Office of the City Clerk, City of Brandon, 1000 Municipal Drive, Brandon, Mississippi 39042, no later than 3:00 p.m. local time on June 2, 2025.

The Engineer will be responsible for performing all engineering services through project closeout in accordance with federal, state and local laws, regulations and policies. The scope of work includes but is not limited to the following: 1) prepare plans and specifications, 2) distribute bid documents, 3) assist in bid opening and prepare bid tabulation, 4) assist in the execution of construction contracts, 5) hold pre-construction conference, and 6) perform construction inspection including periodic reports to the City and approve all payment requests.

The City of Brandon is an Equal Opportunity Employer. The City encourages Minority-owned Business Enterprises (MBEs) and Woman-owned Business Enterprises (WBEs) to submit proposals. The City also encourages Section 3 eligible businesses to submit proposals. Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 17010) requires, to the greatest extent feasible, that the City and its contractors that participate in the above referenced Program give opportunities for job training and employment to lower income residents of Brandon. Section 3 also requires that contracts for work in connection with the Section 3 area be awarded to Section 3 eligible business concerns.

All proposals must be submitted in a sealed envelope and marked with the following language: "Proposal for EDA Engineering Services." Proposals will be evaluated on the following factors: Qualifications (40 points), Experience (40 points) and Capacity for Performance (20 points). To be evaluated properly, the following must be addressed in detail:

Qualifications – List of qualifications of persons to be assigned to project;

Experience - Information regarding the firm's experience and the projects previously undertaken, including the type and amount of grants awarded, the project activities, and the status of the projects;

Capacity for Performance - Identify the number and title of staff assigned to provide services.

The City will designate a selection committee to evaluate each proposal. The selection committee may hold proposals for a period of not to exceed thirty (30) days for the purpose of reviewing the content of the proposals and investigating the qualifications of the firms and assigned individuals. The City reserves the right to reject any and/or all proposals.

Subject to EDA award(s) and the removal of all environmental conditions, the City will award a contract with the qualified individual or firm whose proposals has the highest number of cumulative points issued by the selection committee and determined to be the most advantageous to the City, price and other factors considered.

The contract will include scope and extent of work and other essential requirements. An individual contract will include scope and extent of work and other essential requirements. An individual contract will be executed for each awarded project, and the contract will be on a fixed price basis. The City has the authority to terminate the selection at any time.



MEMORANDUM

TO: HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN
FROM:
DATE: 04/29/2025
SUBJECT: **CONSIDERATION TO RESCIND THE WARRANT ISSUED TO PER**

ATTACHMENTS:

1. PERS Payment - Audit Finding 5.05.25



MEMORANDUM

TO: HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN
FROM:
DATE: 05/01/2025
SUBJECT: CONSIDERATION TO RESCIND BOARD ACTION ON ITEM #6.4

Consideration to rescind board action on item #6.4 taken April 21, 2025, approving the Brown Bottling Sponsorship agreement and approve the revised agreement for the 2025 concert season and authorize the Mayor to execute the same.

ATTACHMENTS:

1. Brown Bottling Group Revised Sponsorship Agreement 2025



MEMORANDUM

TO: HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN
FROM:
DATE: 05/02/2025
SUBJECT: CONSIDERATION OF DESIGNATING CHARLES PITCOX AND CA

ATTACHMENTS:

None



MEMORANDUM

TO: HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN
FROM:
DATE: 05/05/2025
SUBJECT: **CONSIDERATION TO HIRE TODD BUTLER WITH PHELPS DUNB**

ATTACHMENTS:

1. EEOC Charge



MEMORANDUM

TO: HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN
FROM: MARY ANN HESS
DATE: 04/10/2025
SUBJECT: CLAIMS DOCKET

Consideration to approve:

- a. Docket of Claims for May 5, 2025.
- b. Fox Everett claims released on May 5, 2025.

ATTACHMENTS:

- 1. 05-05-2025 Docket
- 2. DepartmentCheckRegister_05-01-2025_mc
- 3. 5_1_2025



City of Brandon
Check Register by Department for Checks Dated 5/6/2025

Check Run #: 12959

Check#	Vendor#	Vendor Name	PO#	Invoice#	Description	GL Acct#	vhawkins Acct Per.	Detail Amount
001-000								
100040	799	DPS FUND #3734		04/30/2025	SPECIAL ASSESSMENTS	001-000-330		\$1,534.50
100041	799	DPS FUND #3734		04/30/2025-A	INTERLOCK IGNITION SUMMARY	001-000-330		\$60.00
100073	2791	JANI KING OF JACKSON	19636	JAC04250451	4/6/25 After clean of Prom. The payment was received and paid to the City Hall. The City Hall used payment received to pay Jani King.	001-000-511	7	\$685.00
100092	12735	MS ATTORNEY GENERAL'S OFFICE		04/30/2025	VICTIMS OF HUMAN TRAFFICKING AND COMMERCIAL SEXUAL EXPLOITATION FUND	001-000-330	7	\$1,200.00
100109	1224	RANKIN CO SUPERVISORS		04/30/2025	law library	001-000-330	7	\$231.00
100124	838	STATE TREASURER		04/30/2025	COURT ASSESSMENT APRIL 2025	001-000-330	7	\$18,419.00
100127	13959	TAMEKA DINKINS		04/21/25	ROOM RENTAL DEPOSIT REFUND	001-000-311	7	\$150.00
Total For Department								\$22,279.50
001-010								
100088	13964	MCE LLC		1008	MEMBERSHIP FEE	001-010-695	7	\$122.18
100095	820	MS MUNICIPAL WORKERS COMP		003WC2023-AUDIT	WORKERS COMP COVERAGE-10/01/2023-	001-010-491	7	\$255.91



City of Brandon
Check Register by Department for Checks Dated 5/6/2025

Check Run #: 12959

Check#	Vendor#	Vendor Name	PO#	Invoice#	Description	GL Acct#	vhawkins Acct Per.	Detail Amount
100122	3699	STAPLES CONTRACT & COMMERCIAL, INC	19602	6029589572	09/30/2024 binder clips, paper clips, hanging file folders, binders, red sharpie, trimmer, calculator paper roll, pens, Dividers	001-010-500	7	\$28.65
Total For Department						001-010-500 001-010-500	7 7	\$36.10 \$21.80 \$464.64
100008	14274	ANDREW SORRENTINO		05/01/2025	ELECTION COMMISSIONER DURING REPUBLICAN PRIMARY	001-030-604	7	\$1,100.00
100072	11541	JAMIE ELLMO		04/02/2025-A	POLL WORKER/TRAINING 2025 ELECTION	001-030-604	7	\$200.00
100077	14276	JOSEPH RAY FONTAINE, III		05/01/2025	ELECTION COMMISSIONER DURING REPUBLICAN PRIMARY	001-030-604	7	\$1,100.00
100084	14277	MADISON HILL		05/01/2025	702 RADIANIE PL	001-030-604	7	\$1,100.00
100134	14275	TONYA D. RIVERS		05/01/2025	ELECTION COMMISSIONER DURING REPUBLICAN PRIMARY	001-030-604	7	\$1,100.00
100138	14000	TRUSTMARK VISAMC - GEORGANNA KEENUM		250002	ELECTION POLL WORKERS LUNCH	001-030-690	7	\$568.83
Total For Department						001-030		\$5,168.83



City of Brandon
Check Register by Department for Checks Dated 5/6/2025

Check Run #: 12959

Check#	Vendor#	Vendor Name	PO#	Invoice#	Description	GL Acct#	vhawkins Acct Per.	Detail Amount
001-040								
100011	3884	B CLUB, INC		1025	TOP DOG LEVEL SCOREBOARD SPONSORSHIP YEAR 4 OF 5/BA 04/21/2025	001-040-615	7	\$10,000.00
100017	12248	BRANDON BUSINESS ASSOCIATION	18557	04/30/2025	INITIAL PROGRAMMING FUNDS-B/A 6/17/2024	001-040-600	7	\$12,500.00
100020	11366	BURGERS & BLUES LLC	19691	000153	Mayors Prayer Breakfast	001-040-600	7	\$5,040.00
100022	2254	C SPIRE		0031072390- APR 25	CELLULAR BILL 03/19/2025- 04/18/2025	001-040-605	7	\$328.92
100062	4763	GREEN OAK GARDEN CENTER LLC	17906	27818	Plant Care Services	001-040-600	7	\$150.00
100088	13964	MCE LLC		1008	MEMBERSHIP FEE	001-040-695	7	\$219.92
100095	820	MS MUNICIPAL WORKERS COMP		003WC2023- AUDIT	WORKERS COMP COVERAGE- 10/01/2023- 09/30/2024	001-040-491	7	\$365.59
100122	3699	STAPLES CONTRACT & COMMERCIAL, INC	19605	6029589571	Office Supplies	001-040-500	7	\$4.17
			19653	6030114290	Office Supplies	001-040-500	7	\$50.04
Total For Department								
				001-040				\$28,658.64
001-092								
100018	4919	BROADBAND VOICE, LLC		128678	CITY HALL & LIBRARY PHONE- 05/01/2025- 05/31/2025	001-092-605	7	\$1,000.95
100022	2254	C SPIRE		0031072390-	CELLULAR BILL	001-092-605	7	\$159.34



City of Brandon
Check Register by Department for Checks Dated 5/6/2025

Check Run #: 12959

Check#	Vendor#	Vendor Name	PO#	Invoice#	Description	GL Acct#	vhawkins Acct Per.	Detail Amount
100023	1999	CINTAS CORPORATION NO 210		APR 25	03/19/2025-04/18/2025 UNIFORMS	001-092-535	7	\$3.95
				4227842972		001-092-535	7	\$8.22
				4228551781	UNIFORMS	001-092-535	7	\$3.95
						001-092-535	7	\$8.22
100025	12503	CIVICPLUS, LLC		333270	QTRLY PRINT SUPPLEMENTATIO N SERVICE	001-092-600	7	\$1,209.50
100038	14231	DELTA UTILITIES AGGREGATOR, LLC		6641534-0- APRIL 25	1351 W GOVERNMENT ST 03/10/25-04/08/25	001-092-630	7	\$140.42
100048	2245	ENTERGY		10019930513	ENTERGY COLLECTIVE BILL- 03/12/25-04/10/25	001-092-630	7	\$10,973.92
100055	860	FLEETCOR TECHNOLOGIES		NP68285465	ACCT #126876- FUELMAN FUEL FOR WEEK 04/14/2025- 04/20/2025	001-092-630 001-092-525	7 7	\$320.33 \$0.00
				NP68308365	ACCT #126876- FUEL FOR WEEK 04/21/2025- 04/27/2025	001-092-525	7	\$105.55
100061	11630	GORDON RAY LEWIS	19146	000227	install chair rub rail around senior center and repair holes in the ceiling, COB will paint	001-092-637	7	\$2,790.00
100068	575	HOME DEPOT CREDIT SERVICES	19242	1903614	Vault Shelving for Minute Books	001-092-750	7	\$799.96
100086	1370	MALONE ROOFING SERVICES LLC	18242	24-1606-01	Board Approved 8/6. Install a new termination bar to the existing roof membrane and repair the existing wall to	001-092-637	7	\$6,800.00



City of Brandon
Check Register by Department for Checks Dated 5/6/2025

Check Run #: 12959

Check#	Vendor#	Vendor Name	PO#	Invoice#	Description	GL Acct#	vhawkins Acct Per.	Detail Amount
100088	13964	MCE LLC		1008	roof flashing.			
100090	4566	METRO BUILDING SERVICES, INC		59705	MEMBERSHIP FEE	001-092-695	7	\$268.80
				59720	emergency repair- gas pressure request	001-092-636	7	\$1,250.25
				51860001	AHU3 NOT WORKING PROPERLY	001-092-636	7	\$103.50
100094	816	MS MUNICIPAL LEAGUE			MARY ANN HESS MUNICIPAL MEMBER REGISTRATION	001-092-696	7	\$350.00
100095	820	MS MUNICIPAL WORKERS COMP		003WC2023- AUDIT	WORKERS COMP COVERAGE- 10/01/2023- 09/30/2024	001-092-491	7	\$475.27
100104	985	POSTAGE BY PHONE		04/17/25	POSTAGE BY PHONE	001-092-691	7	\$148.17
100107	9654	PROTEL, INC	19030	250410169	Call Center December 2024 - September 2025	001-092-600	7	\$14.00
100116	6015	SBD INC	19415	9007638816	Minute Books (401- 416) and Minute book paper.	001-092-550	7	\$2,115.00
100120	4323	SIGNMARK, INC.	19680	390323	print 2 - new signs for "cross country race"	001-092-550	7	\$84.94
100122	3699	STAPLES CONTRACT & COMMERCIAL, INC	19605	6029589571	Office Supplies	001-092-500	7	\$117.89
100129	4578	TECHSOURCE SOLUTIONS INC	19653	6030114290	Office Supplies	001-092-500	7	\$29.58
			18536	MSP-69672	SERVER CONTRACT FY25	001-092-600	7	\$6.93
			18534	69674	IT DEPT SOFTWARE MONTHLY	001-092-600	7	\$8,765.00
			69481		BARRACUDA	001-092-600	7	\$963.75
								\$4,320.00



City of Brandon
Check Register by Department for Checks Dated 5/6/2025

Check Run #: 12959

Check#	Vendor#	Vendor Name	PO#	Invoice#	Description	GL Acct#	vhawkins Acct Per.	Detail Amount
				69479	NETWORKS			
					IT- SYSTEMS	001-092-600	7	\$5,272.00
					ENGINEER			
100137	3845	TRUSTMARK VISA/MC - CAROLYN PALMER	18522	04/30/2025	QUICKBOOKS MONTHLY PAYMENT	001-092-600	7	\$99.00
100138	14000	TRUSTMARK VISA/MC - GEORGANNA KEENUM		04467-47732662	CANVA-SIGNS	001-092-620	7	\$30.00
				1798-1927	CHECK R- BACKGROUND CHECK	001-092-600	7	\$29.99
100141	11103	VESTIS GROUP INC F/K/A ARAMARK		2780340916	MOPS FOR CITY HALL AND SENIOR CENTER	001-092-510	7	\$96.49
				2780342795	MOPS FOR CITY HALL/SENIOR CENTER	001-092-510	7	\$96.49
Total For Department					001-092			\$49,096.36
Dept#	001-112							
100009	2275	AT&T		601M313547001 0590- apr 25	PD PHONE SERVICES 04/23/25-05/22/25	001-112-605	7	\$243.96
100018	4919	BROADBAND VOICE, LLC		128680	PD PHONE AND FAX LINE-05/01/25-05/31/25	001-112-605	7	\$824.97
100022	2254	C SPIRE		0031072390- APR 25	CELLULAR BILL 03/19/2025-04/18/2025	001-112-605	7	\$503.93
100028	4293	COMCAST CABLE		8396410610147 155- APR 25	PD TV SERVICES 04/18/25-05/17/25	001-112-605	7	\$274.48
100033	4870	CROW BURLINGAME CO.	19608	6006-10873	18-001 - Front and back brakes and rotors	001-112-635	7	\$165.00



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Check#	Vendor#	Vendor Name	PO#	Invoice#	Description	GL Acct#	vhawkins Acct Per.	Detail Amount
					18-003 - wipers			
					20-004 - brakes and rotors and wiper blades			
					windshield wiper fluid	001-112-635	7	\$30.00
			19608	6006-108-25	18-001 - Front and back brakes and rotors	001-112-635	7	\$18.00
						001-112-635	7	\$157.32
					18-003 - wipers			
					20-004 - brakes and rotors and wiper blades			
					windshield wiper fluid	001-112-635	7	\$74.63
						001-112-635	7	\$77.02
			19608	6006-10844	18-001 - Front and back brakes and rotors	001-112-635	7	\$22.00
					18-003 - wipers			
					20-004 - brakes and rotors and wiper blades			
					windshield wiper fluid	001-112-600		\$120.00
100042	356	DPS LAW ENFORCEMENT		90160252	analytical fees	001-112-636	7	\$2,519.00
100045	13683	EFFICIENT POWER & LIGHT LLC	19431	3517	Brd Approved 3/17 replace lights with new LED throughout building			
100048	2245	ENTERGY		10019930513	ENTERGY	001-112-630	7	\$3,577.43



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Check#	Vendor#	Vendor Name	PO#	Invoice#	Description	GL Acct#	vhawkins Acct Per.	Detail Amount
100054	14132	FBI-LEEDA		04/10/2025	COLLECTIVE BILL- 03/12/25-04/10/25 SGT JERRY SPELL FBI-LEEDA COURSE	001-112-685	7	\$795.00
100055	860	FLEETCOR TECHNOLOGIES		NP68285465	ACCT #126876- FUELMAN FUEL FOR WEEK 04/14/2025- 04/20/2025	001-112-525	7	\$1,762.42
				NP68308365	ACCT #126876- FUEL FOR WEEK 04/21/2025- 04/27/2025	001-112-525	7	\$2,097.34
100078	10529	K&S TRUCKING LLC	19611	29480	21-006 - Mount & Balance	001-112-635	7	\$64.00
					21-003 - Mount & Balance			
			19611	29481	21-006 - Mount & Balance	001-112-635 001-112-635	7 7	\$20.00 \$32.00
					21-003 - Mount & Balance			
100088	13964	MCE LLC		1008	MEMBERSHIP FEE	001-112-635	7	\$10.00
100091	3403	MLEOTA	19695	050125	Field training officers course for D. Dragoo and D. Adams	001-112-695 001-112-685	7 7	\$855.26 \$1,000.00
100095	820	MS MUNICIPAL WORKERS COMP		003WC2023- AUDIT	WORKERS COMP COVERAGE- 10/01/2023- 09/30/2024	001-112-491	7	\$1,901.06
100119	5241	SHRED-IT		8010616825	PD SHRED IT SERVICE 04/16/2025	001-112-600	7	\$165.94
100122	3699	STAPLES CONTRACT & COMMERCIAL,	19602	6029589572	binder clips, paper	001-112-500	7	\$22.35



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Check#	Vendor#	Vendor Name	PO#	Invoice#	Description	GL Acct#	vhawkins Acct Per.	Detail Amount
		INC			clips, hanging file folders, binders, red sharpie, trimmer, calculator paper roll, pens, Dividers			
						001-112-500	7	\$8.22
						001-112-500	7	\$12.32
						001-112-500	7	\$28.24
						001-112-500	7	\$63.84
						001-112-500	7	\$7.87
						001-112-500	7	\$29.22
						001-112-500	7	\$32.20
						001-112-500	7	\$3.09
						001-112-500	7	\$6.69
						001-112-500	7	\$7.05
						001-112-500	7	\$7.70
						001-112-500	7	\$14.55
						001-112-605	7	\$530.00
100129	4578	TECHSOURCE SOLUTIONS INC	18533	69675	PD MONTHLY FIREWALL			
100130	3994	THE SOUTHERN CONNECTION POLICE SUPPLIES LLC	19345	34439	Vest and carrier - James new hire - 8633A	001-112-535	7	\$237.00
					Pants and shirts - Elwell - 8629A			
						001-112-535	7	\$224.97
					Bacon - holster, boots, handcuff/mag pouch, vest, rain coat, gun belt, jacket, pants, polo, shirts	001-112-535	7	\$129.00
					Edgington - boots			
						001-112-535	7	\$52.99
						001-112-535	7	\$79.99



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Check#	Vendor#																



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Check Run #: 12959				Vendor Name		PO#	Invoice#	Description	GL Acct#	vhawkins	Detail Amount
Check#	Vendor#			Acct Per.							
100131	3994	THE SOUTHERN CONNECTION POLICE SUPPLIES LLC		19287	34448	Moulds and Smith - order 9006A Pants - Berry - Order 9036A Shirts - chief, asst. chief, spell, & reid New hire J. James - radio case, Belt keepers, collar brass, rain parka, boots, tie, shirts, serving since, name plate, pants, jacket	001-112-535		\$51.95		
100133	9371	TIREHUB, LLC		19603	49237884		001-112-535		\$17.99		
				19644	49237883		001-112-535		\$19.95		
							001-112-535		\$89.00		
							001-112-535		\$164.00		
							001-112-535		\$10.99		
							001-112-535		\$85.00		
							001-112-535		\$18.00		
							001-112-535		\$16.00		
							001-112-535		\$74.99		
							001-112-535		\$79.00		
							001-112-535		\$129.00		
							001-112-535		\$118.00		
							001-112-540	7	\$242.00		
							001-112-540	7	\$528.00		
100139	13013	TRUSTMARK VISA/MC - LYDIA EASLEY			04/24/2025	15-002 - 2 tires	001-112-540	7	\$528.00		
						20-006 - 4 tires	001-112-540	7	\$254.00		
						17-004 - 2 tires	001-112-685	7	\$600.00		
						17-002 - 4 tires					
SGT BACON, OFFICER ROBBINS/ GLOCK											
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Report run by: vhawkins											
05/01/2025											



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Check#	Vendor#	Vendor Name	PO#	Invoice#	Description	GL Acct#	vhawkins Acct Per.	Detail Amount
ARMORER'S COURSE								
				04/21/25	SGT BACON GLOCK	001-112-685	7	\$119.90
ARMORER'S COURSE HOTEL ROOM								
				cc rebate-b	cc rebate	001-112-685	7	(\$0.75)
Total For Department								
				001-112				\$23,469.98
001-161								
100018	4919	BROADBAND VOICE, LLC		128674	FD-1 PHONE-05/01/2025-05/31/2025	001-161-605	7	\$72.41
100019	564	BUDDY MARVIN HILLARD	19596	mh041125a	PUMP OIL/WATER SEPARATOR AT STATION 2/ DISPOSAL OF LIQUID WASTE	001-161-636	7	\$735.00
100022	2254	C SPIRE		0031072390-APR 25	CELLULAR BILL 03/19/2025-04/18/2025	001-161-636 001-161-605	7 7	\$750.00 \$455.66
100035	1913	DAVID JEFFCOAT PEST CONTROL		43060	STATION #2 QTRLY PEST CONTROL	001-161-600	7	\$75.00
100036	322	DEEP SOUTH SCUBA	19643	04/30/2025	swiftwatr fins-yellow	001-161-685 001-161-685	7 7	\$65.00 \$0.00
100037	13531	DELTA FIRE & SAFETY INC	17633	INVTX25-2227	APPROVED BY BOARD APRIL 1, 2024 2 QUOTES ATTACHED-- ESTIMATED SHIPPING COSTS	001-161-729	7	\$0.00



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			18978	SOTX24-0388	PETZL, PO44AA01,JAG SYSTEM, 1MM	001-161-729	7	\$0.00
						001-161-729	7	\$2,772.00
						001-161-729	7	\$1,040.00
						001-161-729	7	\$660.00
						001-161-729	7	\$264.00
						001-161-729	7	\$3,535.00
						001-161-730	7	\$0.00
						001-161-730	7	\$0.00
						001-161-730	7	\$370.00
						001-161-730	7	\$0.00
						001-161-730	7	\$0.00
						001-161-730	7	\$0.00
						001-161-730	7	\$0.00
						001-161-630	7	\$20.00
						001-161-630	7	\$113.13
100038	14231	DELTA UTILITIES AGGREGATOR, LLC	3194065-3- APRIL 25		213 POINDEXTER ST- 03/10/25- 04/08/2025	001-161-630	7	\$56.26
			3133152-3- APRIL 25		629 MARQUETTE RD-FS #1-03/10/25- 04/08/25	001-161-630	7	\$480.60
100048	2245	ENTERGY	10019930513		ENTERGY COLLECTIVE BILL- 03/12/25-04/10/25	001-161-630	7	\$4.48
						001-161-630	7	\$6.23
						001-161-630	7	\$4.48
						001-161-630	7	\$4.48
						001-161-630	7	\$4.48
						001-161-630	7	\$71.36
						001-161-630	7	\$315.39
						001-161-630	7	\$73.15



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Check#	Vendor#	Vendor Name	PO#	Invoice#	Description	GL Acct#	vhawkins Acct Per.	Detail Amount
100049	7770	ESI SUPPLY, LLC	19698	56454	REAL PURE WATER 24PK BOTTLES X 168	001-161-630 001-161-687	7 7	\$547.24 \$756.00
100055	860	FLEETCOR TECHNOLOGIES		NP68285465	ACCT #126876- FUELMAN FUEL FOR WEEK 04/14/2025- 04/20/2025	001-161-525	7	\$523.74
100056	463	FREDERICK'S SALES & SERV.	19444	01-116348	ACCT #126876- FUEL FOR WEEK 04/21/2025- 04/27/2025	001-161-525	7	\$694.22
100059	476	GEORGE'S DOOR SERVICE	19621	052486	INSPECT AND REPAIR LAWN/MOWER FROM STATION 5	001-161-636	7	\$66.62
100060	144	GILMORE BROS BUILDING SUPPLY	19535	147922	REPAIR SPRING AT STATION 5-BAY DOOR	001-161-636	7	\$556.00
100068	575	HOME DEPOT CREDIT SERVICES	19504	901678 9901807-EPD	LUMBER/SCREWS	001-161-637 001-161-637 001-161-636 001-161-636 001-161-636 001-161-637 001-161-636 001-161-550 001-161-636 001-161-749 001-161-550	7 7 7 7 7 7 7 7 7 7 7	\$105.00 \$114.00 \$16.50 \$360.00 \$59.90 \$17.97 \$47.50 \$123.96 \$7.56 \$487.00 \$1.49
				9525714-epd	DISHWASHER EARLY PAY DISCOUNT NOT ACCEPTED ON PREVIOUS BILL early pay discount not accepted on	001-161-550	7	\$0.43



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Check#	Vendor#	Vendor Name	PO#	Invoice#	Description	GL Acct#	vhawkins Acct Per.	Detail Amount
100074	14122	JAY MOLONEY	19539	2142598	previous invoice pesticides	001-161-550	7	\$98.94
						001-161-637	7	\$63.90
				04/21/2025	FOOD/TRAVEL	001-161-685	7	\$16.36
						001-161-685	7	\$49.91
						001-161-685	7	\$18.09
100079	3530	LA QUINTA INN & SUITES		04/29/2025	LODGING FOR CONVENTION IN V'BURG	001-161-696	7	\$357.00
100080	1734	LANGFORD WATER ASSOCIATION, INC		1228-MARCH 25	FIRE STATION #2 03/01/25-04/04/25	001-161-630	7	\$41.00
100087	3957	MARK BYRON RUSSELL	19696	974	ANNUAL PREVENTIVE MAINT TNT RESCUE	001-161-636	7	\$1,500.00
100088	13964	MCE LLC		1008	MEMBERSHIP FEE	001-161-695	7	\$953.01
100090	4566	METRO BUILDING SERVICES, INC	19598	59737	jet out drain at truck wash	001-161-636	7	\$382.20
100093	807	MS FIREFIGHTERS ASSN		04-29-25	ERIC STRINGER MS FIRE FIGHTERS CONF	001-161-696	7	\$65.00
100095	820	MS MUNICIPAL WORKERS COMP		003WC2023- AUDIT	WORKERS COMP COVERAGE- 10/01/2023- 09/30/2024	001-161-491	7	\$2,303.20
100102	3565	POLLCHAPS LLC	19531	24372	HATS	001-161-535	7	\$198.00
						001-161-535	7	\$186.00
						001-161-535	7	\$35.00
100103	984	POSITIVE PROMOTIONS	19451	07551117	HATS/GLASSES/BR ACELET/STICKERS	001-161-650	7	\$127.50
						001-161-650	7	\$139.90
						001-161-650	7	\$279.50
						001-161-650	7	\$139.90
						001-161-550	7	\$78.98



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Check#	Vendor#	Vendor Name	PO#	Invoice#	Description	GL Acct#	vhawkins Acct Per.	Detail Amount
100104	985	POSTAGE BY PHONE		04/17/25	POSTAGE BY PHONE	001-161-691	7	\$0.87
100123	1158	STATE FIRE ACADEMY	19360	10421	TRUCK OPS- ARTERBERRY/HAL L	001-161-685	7	\$250.00
			19538	10775	MACHINE TECH- HALL AND MYERS- 04/08/25	001-161-685	7	\$250.00
			19538	10872	firefighter intervention rescue survival techniques- 101	001-161-685	7	\$250.00
			19538	10892	FIRE INVESTIGATOR-- 1033-BECK- 04/14/2025	001-161-685	7	\$500.00
100137	3845	TRUSTMARK VISA/MC - CAROLYN PALMER	18647	552901	CLEANING SUPPLIES	001-161-510	7	\$82.20
100139	13013	TRUSTMARK VISA/MC - LYDIA EASLEY	19705	1282-2216-482 CC REBATE-a	cold packs CC REBATE	001-161-555 001-161-510	7 7	\$47.45 (\$2.45)
Total For Department				001-161				\$24,844.70
Dept#	001-180							
100022	2254	C SPIRE		0031072390- APR 25	CELLULAR BILL 03/19/2025- 04/18/2025	001-180-605	7	\$525.46
100055	860	FLEETCOR TECHNOLOGIES		NP68285465	ACCT #126876- FUELMAN FUEL FOR WEEK 04/14/2025- 04/20/2025	001-180-525	7	\$142.29
				NP68308365	ACCT #126876- FUEL FOR WEEK 04/21/2025- 04/27/2025	001-180-525	7	\$46.22



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Check#	Vendor#	Vendor Name	PO#	Invoice#	Description	GL Acct#	vhawkins Acct Per.	Detail Amount
100078	10529	K&S TRUCKING LLC	19690	29749	tire	001-180-540	7	\$150.00
100088	13964	MCE LLC		1008	MEMBERSHIP FEE	001-180-695	7	\$146.62
100095	820	MS MUNICIPAL WORKERS COMP		003WC2023-AUDIT	WORKERS COMP COVERAGE-10/01/2023-09/30/2024	001-180-491	7	\$292.47
100101	13687	PETTY CASH - CANDANCE HUNLEY		04/23/25	PETTY CASH 02/18/25-04/23/25	001-180-600	7	\$43.00
100104	985	POSTAGE BY PHONE		04/17/25	POSTAGE BY PHONE	001-180-691	7	\$103.92
100122	3699	STAPLES CONTRACT & COMMERCIAL, INC	19605	6029589571	Office Supplies	001-180-500	7	\$3.64
100145	9523	WIERHOUSE LIVING LLC		ARB 04-25	ARB PROJECT REVIEW	001-180-500 001-180-500 001-180-600	7 7 7	\$14.03 \$24.50 \$4,400.00
Total For Department					001-180			\$5,892.15
Dept#	001-201							
100005	12701	AJ CONSTRUCTION INC		3901	B/A 04/28/2025 ASPHALT REPAIRS	001-201-637	7	\$318.20
				3898	B/A 01/21/25 ASPHALT REPAIRS	001-201-637	7	\$1,922.52
100006	11983	ALLEN ENGINEERING AND SCIENCE		00250387	PROJECT # STORMWATER	001-201-607	7	\$1,750.00
100012	78	BAKER, DONELSON, BEARMAN,		9379481	REVIEWED ISSUES WITH DISSOLUTION OF COMMISSION AND REQUEST TO MDOT TO ASSUME MAINTENANCE	001-201-712	7	\$393.00
100022	2254	C SPIRE		0031072390-	CELLULAR BILL	001-201-712 001-201-605	7 7	(\$0.06) \$140.74



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100023	1999	CINTAS CORPORATION NO 210		APR 25	03/19/2025- 04/18/2025			
				4227842972	UNIFORMS	001-201-535	7	\$5.74
						001-201-535	7	\$9.67
						001-201-535	7	\$12.76
				4228551781	UNIFORMS	001-201-535	7	\$5.74
						001-201-535	7	\$9.67
						001-201-535	7	\$12.76
100026	2607	CLARKE POWER SERVICES	19615	s108030124:01	VIN #7814 2007 Sterling Dump Truck - had to be towed due to brakes failing Replace air dryer for brake issue and also needs to have hydraulic service due to leaking at dump bed	001-201-635	7	\$4,829.73
			19564	S108030188:01	VIN #7815 2007 Sterling Dump Truck 1) Preventative Maintenance Service; 2) Lighting system - repair tail lights; 3) Fuel Gauge not working; 4) Air Compressor system - valve assembly & parking brake	001-201-635	7	\$3,268.84
100027	4106	CLEO MCKINION		1169	PROF SVS B/A 02/18/2025- ASHPALT REPAIRS	001-201-637	7	\$2,320.00
				1170	PROF SVS B/A 02/18/2025- ASHPALT REPAIRS	001-201-637	7	\$2,410.00
				1171	PROF SVS B/A 02/18/2025- ASHPALT REPAIRS	001-201-637	7	\$4,105.00



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Check#	Vendor#	Vendor Name	PO#	Invoice#	Description	GL Acct#	vhawkins Acct Per.	Detail Amount
100031	2442	CORE & MAIN, LP	19576	W757422	Stock at Shop	001-201-550	7	\$925.00
100034	2183	D&S SALES	19556	38650	1) Replacement tool for Rod Morrow (STR) 2) Key Tags for lockbox at City Shop	001-201-729	7	\$309.00
			19558	38651	VIN #3386 CAT 259D Skid Steer New cutting edge - attaches to the front of the bucket	001-201-636	7	\$199.86
						001-201-636	7	\$32.78
						001-201-636	7	\$52.69
100043	10421	DUNN UTILITY	19583	32077	Stock at Shop - reinforced concrete pipe	001-201-550	7	\$1,848.00
						001-201-550	7	\$123.75
						001-201-550	7	\$350.00
100047	2190	ENTERGY	55008649794		405 CROSSGATES BLVD	001-201-630	7	\$152.17
			65008567926		498 CROSSGATES BLVD	001-201-630	7	\$180.35
100048	2245	ENTERGY	10019930513		ENTERGY COLLECTIVE BILL- 03/12/25-04/10/25	001-201-630	7	\$568.56
						001-201-630	7	\$242.56
						001-201-630	7	\$1,034.01
						001-201-630	7	\$89.24
						001-201-630	7	\$121.32
						001-201-630	7	\$58.06
						001-201-630	7	\$32,796.68
						001-201-630	7	\$165.31
						001-201-630	7	\$226.04
						001-201-630	7	\$137.85
						001-201-630	7	\$59.98

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Check Run #: 12959							vhwkins	
Check#	Vendor#	Vendor Name	PO#	Invoice#	Description	GL Acct#	Acct Per.	Detail Amount
100055	860	FLEETCOR TECHNOLOGIES		NP68285465	ACCT #126876- FUELMAN FUEL FOR WEEK 04/14/2025- 04/20/2025	001-201-630	7	\$92.34
						001-201-630	7	\$78.92
						001-201-630	7	\$126.62
						001-201-630	7	\$126.04
						001-201-630	7	\$189.71
						001-201-630	7	\$145.40
						001-201-630	7	\$63.68
						001-201-630	7	\$154.53
						001-201-630	7	\$106.23
						001-201-630	7	\$121.75
100081	693	LEWIS ELECTRIC		M2025.39	HWY 471 AT OLD 471- SIGNAL REPAIRS	001-201-630	7	\$26.30
						001-201-525	7	\$52.56
100085	12879	MAGCOR INDUSTRIES		M2025.42	HWY 18 AT I-20 WB RAMP- SIGNAL REPAIRS	001-201-720	7	\$5,600.00
						001-201-720	7	\$250.00
						001-201-604	7	\$14,656.13
						001-201-604	7	\$14,747.84



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Check#	Vendor#	Vendor Name	PO#	Invoice#	Description	GL Acct#	vhawkins Acct Per.	Detail Amount
100088	13964	MCE LLC		1008	MEMBERSHIP FEE	001-201-695	7	\$73.31
100095	820	MS MUNICIPAL WORKERS COMP		003WC2023-AUDIT	WORKERS COMP COVERAGE-10/01/2023-09/30/2024	001-201-491	7	\$365.59
100098	2377	MURPHY'S LAWN & LANDSCAPE	19590	18063	60 Terrapin Hill Road North - yard restoration due to storm drain pipe repair WO #57531	001-201-637	7	\$5,945.00
100100	7173	NJ FARMS INC	18957	0386	107 High Street - concrete repair of storm drain inlet WO #55502	001-201-637	7	\$3,500.00
100110	1015	RANKIN COUNTY COOPERATIVE	19566	306465	Employee: Rod Morrow - work pants	001-201-535	7	\$93.98
						001-201-535	7	\$113.98
						001-201-535	7	\$93.98
100125	610	STUART C. IRBY CO.	19592	S014210166.00 1	Stock at Shop	001-201-535	7	\$46.99
100132	14271	THE TERRACES HOA		04/28/25	REIMBURSEMENT FOR HAVING THREE CITY TREES CUT IN ROW MEDIAN/ISLAND ON TERRAE DRIVE IN OCT 2024	001-201-550	7	\$4,387.50
						001-201-637	7	\$600.00
Total For Department								\$113,099.36
Dept#	001-220							
100016	13903	BRADY INDUSTRIES OF MS LLC	19638	10015774	Janitorial Supplies	001-220-510	7	\$326.80
						001-220-510	7	\$59.00
						001-220-550	7	\$254.16



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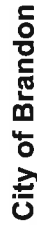
Check#	Vendor#	Vendor Name	PO#	Invoice#	Description	GL Acct#	vhawkins Acct Per.	Detail Amount
100022	2254	C SPIRE		0031072390- APR 25	CELLULAR BILL 03/19/2025- 04/18/2025	001-220-510	7	\$49.43
						001-220-510	7	\$213.00
						001-220-510	7	\$51.94
						001-220-510	7	\$65.60
						001-220-510	7	\$31.90
						001-220-510	7	\$143.08
						001-220-510	7	\$130.59
						001-220-510	7	\$79.50
						001-220-510	7	\$89.85
						001-220-605	7	\$171.04
100068	575	HOME DEPOT CREDIT SERVICES		9903781	MOULDING	001-220-729	7	\$45.12
100095	820	MS MUNICIPAL WORKERS COMP		003WVC2023- AUDIT	WORKERS COMP COVERAGE- 10/01/2023- 09/30/2024	001-220-491	7	\$146.24
100101	13687	PETTY CASH - CANDANCE HUNLEY		04/23/25	PETTY CASH 02/18/25-04/23/25	001-220-600	7	\$28.36
100126	14267	T ENTERPRISES INC	19652	1242097-01	80 Coroplast one- sided printed arrow signs for 10K Cross Country Race - Jubilee Days	001-220-620	7	\$1,600.00
Total For Department								\$3,485.61
Dept#	001-340							
100018	4919	BROADBAND VOICE, LLC		128676	AMP AND P&R PHONE-05/01/2025- 05/31/2025	001-340-605	7	\$196.58
100044	6903	EAGLE PIPE AND SUPPLY, LLC	19613	73250	15" Polypropylene Drainage Pipe Parks & Rec Office	001-340-637	7	\$1,269.60



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Check#	Vendor#	Vendor Name	PO#	Invoice#	Description	GL Acct#	vhawkins Acct Per.	Detail Amount
100055	860	FLEETCOR TECHNOLOGIES		NP68285465	property Adding pipe on P&R Office property for additional drainage purposes for the property ACCT #126876- FUELMAN FUEL FOR WEEK 04/14/2025- 04/20/2025	001-340-525	7	\$558.57
				NP68308365	ACCT #126876- FUEL FOR WEEK 04/21/2025- 04/27/2025	001-340-525	7	\$345.04
100085	12879	MAGCOR INDUSTRIES		134930	P/R REIMBURSEMENT FOR WORK RELEASE- 03/30/25- 04/12/25	001-340-604	7	\$1,085.20
100100	7173	NJ FARMS INC	19419	0311	remove and replace 3 sections of concrete sidewalk, roughly 230sf. Trip hazard	001-340-637	7	\$3,850.00
100115	13279	SAYLE OIL COMPANY INC	18783	848978	Open PO for off-road diesel tank located on Marquette Road	001-340-525	7	\$514.61
			18783	348979	Open PO for off-road diesel tank located on Marquette Road	001-340-525	7	\$1,828.53
100117	14055	SHAW INTERGRATED AND TURF SOLUTIONS INC	18934	266147382	Synthetic Turf - Materials only (2%)	001-340-701	7	\$10,514.25
				Total For Department	001-340			\$20,162.38



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100018	4919	BROADBAND VOICE, LLC		128678	CITY HALL & LIBRARY PHONE- 05/01/2025- 05/31/2025	001-350-510 001-350-510 001-350-510 001-350-605	7 7 7 7	\$15.49 \$31.91 \$79.50 \$337.10
100048	2245	ENTERGY		10019930513	ENTERGY COLLECTIVE BILL- 03/12/25-04/10/25	001-350-630	7	\$4,431.86
100052	13383	EXELL/MS BOTTLE WATER-ACCT #023270	18525	124381	LIBRARY- EQUIPMENT RENTAL	001-350-640	7	\$11.00
Total For Department					001-350			\$6,429.67
Fund Total					001			\$309,415.23



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Check#	Vendor#	Vendor Name	PO#	Invoice#	Description	GL Acct#	vhawkins Acct Per.	Detail Amount
Dept#	002-100							
100058	14053	GEORGE M LETCHWORTH		41220225	patrol lights on new police cars	002-100-740	7	\$37,000.00
Total For Department								\$37,000.00
Fund Total					002			\$37,000.00



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004-500								
100004	1522	A COMPLETE FLAG SOURCE	59091		FLAGS FOR AMP	004-500-636	7	\$337.50
100007	10919	AMBIANCE LANDSCAPES, LLC	19620	18094	Amphitheater & portion of Marquette Road Mowing & String Trimming Professional Services Agreement - Board Approved 4/7/2025	004-500-600	7	\$4,234.70
			19620	18100	Amphitheater & portion of Marquette Road Mowing & String Trimming Professional Services Agreement - Board Approved 4/7/2025	004-500-600	7	\$4,234.70
			19620	18105	Amphitheater & portion of Marquette Road Mowing & String Trimming Professional Services Agreement - Board Approved 4/7/2025	004-500-600	7	\$4,234.70
100010	12710	AUBREY L. HURSH	19645	20250425	print and install one 4'x 8' graphic sponsor sign	004-500-550	7	\$995.00
			19418	20250418	print and install one 4'x 8' graphic sponsor sign	004-500-550	7	\$859.00
100018	4919	BROADBAND VOICE, LLC	128676		AMP AND P&R PHONE-05/01/2025-	004-500-605	7	\$156.74



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Check#	Vendor#	Vendor Name	PO#	Invoice#	Description	GL Acct#	vhawkins Acct Per.	Detail Amount
100022	2254	C SPIRE		0031072390- APR 25	05/31/2025 CELLULAR BILL 03/19/2025- 04/18/2025	004-500-605	7	\$106.26
100023	1999	CINTAS CORPORATION NO 210		4227728808	AMPHITEATRE MATS	004-500-535	7	\$325.00
				4228434464	AMPHITEATRE MATS	004-500-535	7	\$325.00
100039	3716	DIRECTV		028469680X250 417	AMP TV SERVICES 04-16-25-05-15-25	004-500-605		\$212.24
100046	370	ELCON ELECTRICAL CO. INC.	19640	52800	AMP - Show Staffing - Electricians FY25	004-500-600	7	\$540.00
100048	2245	ENTERGY		10019930513	ENTERGY COLLECTIVE BILL- 03/12/25-04/10/25	004-500-630	7	\$4,079.54
100050	12356	EVENT PROS LLC	19634	3672	Catering Rentals Breaking Benjamin. Staind	004-500-550	7	\$1,785.00
100053	786	EXELL/MS BOTTLE WATER-ACCT #029737	18523	125195	AMP-EQUIPMENT RENTAL	004-500-640	7	\$11.00
				132496	5 gal water/bottle deposits	004-500-640	7	\$104.69
100055	860	FLEETCOR TECHNOLOGIES		NP68285465	ACCT #126876- FUELMAN FUEL FOR WEEK 04/14/2025- 04/20/2025	004-500-525	7	\$23.76
				NP68308365	ACCT #126876- FUEL FOR WEEK 04/21/2025- 04/27/2025	004-500-525	7	\$30.38
100057	7989	GEIGER BROS	18823	5839116	343 Custom Ornaments	004-500-550	7	\$5,011.20
100068	575	HOME DEPOT CREDIT SERVICES		3510169	CEMENT	004-500-637	7	\$35.96
				3544114	IN KNIT MINI/WOOSTER PRO MICROFIBER	004-500-637	7	\$39.59



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				7544698	CEMENT/MIN SPRINTS/PAINT PAIL	004-500-637	7	\$66.24
				1532793	MICROFIBER RAGS	004-500-637	7	\$25.96
				8512010	PAINT FOR THE AMP	004-500-637	7	\$29.94
				7545517	GALVANIZED PAIL	004-500-637	7	(\$0.60)
						004-500-637	7	\$71.88
					paint roller	004-500-637	7	(\$1.44)
				2545881	Traffic cones	004-500-550	7	\$15.96
				19635	AMP - Show Staffing- HVAC/Plumb FY25	004-500-550	7	\$1,048.50
100069	598	INDUSTRIAL SUPPLIERS	19641	SD5063	AMP - Show Staffing- HVAC/Plumb FY25	004-500-600	7	\$1,050.00
100070	1241	J L ROBERTS MECHANICAL	19641	SD5100	AMP - Show Staffing- HVAC/Plumb FY25	004-500-600	7	\$1,050.00
100083	9846	LIVE NATION WORLDWIDE INC	18518	04/30/2025	MONTHLY BOOKING FEE	004-500-600	7	\$20,000.00
100085	12879	MAGCOR INDUSTRIES	134930		P/R REIMBURSEMENT FOR WORK RELEASE- 03/30/25- 04/12/25	004-500-604	7	\$2,873.99
100088	13964	MCE LLC	1008		MEMBERSHIP FEE	004-500-695	7	\$73.31
100089	10039	Melanie Duncan Thortis	1050		STAIN/PHOTOGR APHY	004-500-695	7	\$250.00
100090	4566	METRO BUILDING SERVICES, INC	19198	59206	Install new washer drain line into existing drain line to have two washing machines for AMP security team	004-500-600	7	\$300.00
						004-500-720	7	\$710.22
				59620	emergency repair	004-500-636	7	\$1,063.84
				19604	Repair AC in Concession office	004-500-636	7	\$414.00
				59646	EMERGENCY	004-500-636	7	\$973.55



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100095	820	MS MUNICIPAL WORKERS COMP		003WC2023-AUDIT	REPAIR COOLER NEXT TO COMMISSARY NOT HOLDING TEMP	004-500-491	7	\$840.85
100101	13687	PETTY CASH - CANDANCE HUNLEY		04/23/25	WORKERS COMP COVERAGE- 10/01/2023- 09/30/2024	004-500-636	7	\$20.00
100104	985	POSTAGE BY PHONE		04/17/25	PETTY CASH 02/18/25-04/23/25	004-500-636	7	\$11.92
100118	1109	SHERWIN WILLIAMS PAINT	19624	2587-0	PHONE	004-500-636	7	\$20.00
			19624	5705-4	15 gallons armorseal Rexthane paint for floors	004-500-636	7	\$10.00
			19653	6030114290	15 gallons armorseal Rexthane paint for floors	004-500-636	7	\$197.88
100122	3699	STAPLES CONTRACT & COMMERCIAL, INC	18535	69673	Office Supplies	004-500-500	7	\$2,084.25
100129	4578	TECHSOURCE SOLUTIONS INC			POS SYSTEM AGREEMENT-B/A 2/20/24	004-500-600	7	\$33.14
				69324	IT- SYSTEMS ENGINEER	004-500-600	7	\$2.76
100135	7093	TOTAL EQUIPMENT MAINTENANCE COMPANY		142040	EMERGENCY REPAIR AT AMP KITCHEN	004-500-636	7	\$6,856.96
100138	14000	TRUSTMARK VISA/MC - GEORGANNA KEENUM		690586	WILLIE NELSON MAGCOR MEALS	004-500-690	7	\$1,450.00
				23049368	LAUNDRY HAMPERS	004-500-550	7	\$671.14
				690769	CLEAR PLATES	004-500-609	7	\$110.06
								\$141.78
								\$164.78



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				21646011	FIRE PIT SUPPLIES	004-500-550	7	\$75.68
				681578	frames/hangers cbc dining hall	004-500-550	7	\$68.37
				CC REBATE-A	CC REBATE	004-500-690	7	(\$8.93)
				004-500				\$70,448.05
Total For Department								
Fund Total								
				004				\$70,448.05



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Check#	Vendor#	Vendor Name	PO#	Invoice#	Description	GL Acct#	vhawkins Acct Per.	Detail Amount
Dept# 100-000								
100024	8046	CITY OF PEARL		04/24/25	REIMBURSEMENT TO CITY OF PEARL FOR GARBAGE COLLECTION FEES FOR APRIL 2025	100-000-290	7	\$37.54
Total For Department								
				100-000				\$37.54
Dept# 100-220								
100021	11366	BURGERS & BLUES LLC		000142	INMATE MEALS 04/24/25	100-220-520		\$340.00
100023	1999	CINTAS CORPORATION NO 210		4227842972	UNIFORMS	100-220-535	7	\$9.86
100032	10569	CROSS COUNTRY GROCERY, INC		4228551781	UNIFORMS	100-220-535	7	\$9.86
				1027803	inmate meals 05/01/2025	100-220-520	7	\$282.33
100055	860	FLEETCOR TECHNOLOGIES		NP68285465	ACCT #126876- FUELMAN FUEL FOR WEEK 04/14/2025- 04/20/2025	100-220-525	7	\$119.18
				NP68308365	ACCT #126876- FUEL FOR WEEK 04/21/2025- 04/27/2025	100-220-525	7	\$232.15
100078	10529	K&S TRUCKING LLC		19662 29730	VIN #2072 Keep MS Beautiful Trailer - new tire	100-220-540	7	\$105.00
100082	12777	LGT GLASS SHOP LLC		1656	vin # 4366 windshield	100-220-635	7	\$260.00
100095	820	MS MUNICIPAL WORKERS COMP		003WC2023- AUDIT	WORKERS COMP COVERAGE- 10/01/2023- 09/30/2024	100-220-491	7	\$36.56



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100096	11299	MSLCP, LLC		666523	INMATE MEALS 04/17/2025	100-220-520	7	\$275.63
				666524	INMATE MEALS 04/03/2025	100-220-520	7	\$270.21
				3202025	INMATE MEALS 03/2025	100-220-520	7	\$287.20
				30602025	INMATE MEALS 03/06/2025	100-220-520	7	\$293.03
100108	2583	RAMEY'S		000810149539	INMATE MEALS 04/17/25	100-220-520	7	\$67.20
				000810149541	INMATE MEALS 04/17/25	100-220-520	7	\$13.57
				000810149540	INMATE MEALS 04/17/25	100-220-520	7	(\$16.77)
				000810149920	INMATE MEALS 04/21/25	100-220-520	7	\$288.35
				000810149969	INMATE MEALS 04/22/25	100-220-520	7	\$42.07
				000810150030	INMATE MEALS 04/23/25	100-220-520	7	\$45.14
				000810150111	INMATE MEALS 04/24/25	100-220-520	7	\$42.26
				000810150184	INMATE MEALS 04/25/25	100-220-520	7	\$24.34
				000810150380	INMATE MEALS 04/28/25	100-220-520	7	\$329.11
				000810150441	INMATE MEALS 04/29/25	100-220-520	7	\$40.17
				000810150517	INMATE MEALS 04/30/25	100-220-520	7	\$49.08
100121	1851	SONIC		CHK 155A	INMATE MEALS 04/23/25	100-220-520	7	\$303.05
				CHK 167	INMATE MEALS 04/30/25	100-220-520	7	\$272.24
100128	13733	TASTE OF DETROIT RESTAURANT LLC		314849	INMATE MEALS 04/25/25	100-220-520	7	\$350.00



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100136	12065	TRUSTMARK VISA/MC - BUTCH LEE		673682	INMATE/MAGCOR MEALS FOR STAND CONCERT	100-220-520	7	\$109.53
				672084	INMATE/MAGCOR MEALS FOR STAND CONCERT	100-220-520	7	\$165.55
100142	8048	WALTER L. HARVEY		04/22/25	INMATE MEALS 04/22/25	100-220-520	7	\$310.00
				04/29/25	INMATE MEALS 04/29/25	100-220-520	7	\$290.00
Total For Department					100-220			\$5,245.90

Fund Total 100 \$5,283.44



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Check#	Vendor#	Vendor Name	PO#	Invoice#	Description	GL Acct#	Acct Per.	Detail Amount
Dept#	314-600							
100065	5975	HEMPHILL CONSTRUCTION COMPANY INC		H24192-06- 52821	HB1353- Near 309 Eastridge Drive - \$38,872.06 – invoice #: H24192-06-52821 – storm drain pipe repair	314-600-702	7	\$38,872.06
Total For Department				314-600				\$38,872.06
Fund Total				314				\$38,872.06



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Check#	Vendor#	Vendor Name	PO#	Invoice#	Description	GL Acct#	vhawkins Acct Per.	Detail Amount
400-000								
100067	14269	HOLLAN SILCOX		04/29/2025	TRAVEL ADVANCE MWPCOA 2025 ANNUAL CONF BILOXI, MS	400-000-029	7	\$244.80
100075	12737	JERRY TAYLOR		04/29/2025	TRAVEL ADVANCE MWPCOA 2025 ANNUAL CONF BILOXI, MS	400-000-029	7	\$183.60
100114	7040	ROBERT BRENT KING		04/29/2025	TRAVEL ADVANCE MWPCOA 2025 ANNUAL CONF BILOXI, MS	400-000-029	7	\$346.86
Total For Department								\$775.26
400-670								
100031	2442	CORE & MAIN, LP		W796399	MONTHLY SERVICE AGREEMENT PLUS LABOR COST FOR APRIL 2025	400-670-604	7	\$15,077.34
100088	13964	MCE LLC		1008	MEMBERSHIP FEE	400-670-695	7	\$171.05
100095	820	MS MUNICIPAL WORKERS COMP		003WC2023- AUDIT	WORKERS COMP COVERAGE- 10/01/2023- 09/30/2024	400-670-491	7	\$731.18
100104	985	POSTAGE BY PHONE		04/17/25	POSTAGE BY PHONE	400-670-691	7	\$36.15
100105	5042	PROFESSIONAL MAIL SERVICES, INC.		18529	WATER BILL POSTAGE	400-670-691	7	\$5,250.00
100106	5042	PROFESSIONAL MAIL SERVICES, INC.		18530	WATER BILL PROCESSING FEE- B/A 3/2015	400-670-620		\$1,134.25
100107	9654	PROTEL, INC		19030	Call Center Page 36 of 47	400-670-600	7	\$3,107.50 05/01/2025

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Check#	Vendor#	Vendor Name	PO#	Invoice#	Description	GL Acct#	vhawkins Acct Per.	Detail Amount
100033	4870	CROW BURLINGAME CO.	19529	W744434	MXUs Sole Source Provider			
			19554	6006-10769	Stock at Shop - meter box only	400-673-550	7	\$1,008.00
			19554	6006-10769	VIN #2320 2009 Ford F150 Quote #10769 - Reprogramming Fee following ABS system install Quote #10776 - new A/C condenser	400-673-635	7	\$265.00
			19554	6006-10776	VIN #2320 2009 Ford F150 Quote #10769 - Reprogramming Fee following ABS system install Quote #10776 - new A/C condenser	400-673-635	7	\$145.00
			19560	6006-10643	VIN #3101 2019 Ford F550 Replace shifter & shift cable to use 4- wheel drive currently cannot shift into 4-wheel drive	400-673-635	7	\$142.00
			19606	6006-10920	VIN #0992 2015 Ford F150	400-673-635	7	\$18.00
			19556	38650	1) Replacement tool for Rod Morrow (STR) 2) Key Tags for lockbox at City Shop	400-673-635	7	\$90.00
100034	2183	D&S SALES					7	\$14.84
100048	2245	ENTERGY	10019930513		ENTERGY COLLECTIVE BILL- 03/12/25-04/10/25	400-673-630	7	\$2,702.57
						400-673-630	7	\$3,865.21

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Check#	Vendor#	Vendor Name	PO#	Invoice#	Description	GL Acct#	vhawkins Acct Per.	Detail Amount	
100051	13384	EXELL/MS BOTTLE WATER-ACCT #018566	18524	124271	SHOP-EQUIPMENT RENTAL	400-673-630	7	\$3,351.80	
					5 gal drinking water	400-673-630	7	\$2,033.25	
					ACCT #126876-FUELMAN FUEL FOR WEEK 04/14/2025-04/20/2025	400-673-630	7	\$737.92	
					ACCT #126876-FUEL FOR WEEK 04/21/2025-04/27/2025	400-673-630	7	\$305.00	
					VIN #6664 Exmark Zero Turn Mower - new blades (2 sets)	400-673-630	7	\$5,847.79	
					Stock at Shop: Shovel - Spade	400-673-630	7	\$14.36	
					Shop Supplies: 1) 3-Step Ladder - Qty: 3 (place in parts room, oil room, mechanic area of shop; 2) Work Platform (4ft wide x 12" deep x 20" tall) - use by mechanic while working on equipment	400-673-630	7	\$120.24	
						400-673-630	7	\$5,459.72	
						400-673-630	7	\$58.06	
						400-673-640	7	\$11.00	
100055	860	FLEETCOR TECHNOLOGIES		122082	5 gal drinking water	400-673-640	7	\$48.50	
				NP68285465	ACCT #126876-FUELMAN FUEL FOR WEEK 04/14/2025-04/20/2025	400-673-525	7	\$644.96	
				NP68308365	ACCT #126876-FUEL FOR WEEK 04/21/2025-04/27/2025	400-673-525	7	\$640.58	
100056	463	FREDERICK'S SALES & SERV.	19570	01-115155	VIN #6664 Exmark Zero Turn Mower - new blades (2 sets)	400-673-636	7	\$119.94	
100060	144	GILMORE BROS BUILDING SUPPLY	19574	147438	Stock at Shop: Shovel - Spade	400-673-550	7	\$234.95	



City of Brandon
Check Register by Department for Checks Dated 5/6/2025

Check Run #: 12959

Check#	Vendor#	Vendor Name	PO#	Invoice#	Description	GL Acct#	vhawkins Acct Per.	Detail Amount
100063	4297	GRINER DRILLING SERVICE, INC		5183018	emergency repairs to the North Street Water Well	400-673-550	7	\$188.97
						400-673-550	7	\$134.99
						400-673-636	7	\$9,731.00
100065	5975	HEMPHILL CONSTRUCTION COMPANY INC		#: H24192-02- 56071	raise fire hydrant Marquette Road near Cypress Way	400-673-637	7	\$5,555.10
				H24192-06- 55822	near 175 Boyce Thompson Drive - \$3,115.70 - invoice #: H24192-06-55822 - fire hydrant repair	400-673-637	7	\$3,115.70
				H24192-06- 57489	105 Deborah Drive - \$10,255.06 - invoice #: H24192-06-57489 - fire hydrant repair	400-673-637	7	\$10,255.06
				H24192-06- 57981	Behind 1564 W. Government Street (OEC) - \$6,623.22 - invoice #: H24192- 06-57981 - water leak repair	400-673-637	7	\$6,623.22
				H24192-06- 57379	101 Kathryn Drive - \$5,608.26 - invoice #: H24192-06-57379 - water leak repair	400-673-637	7	\$5,608.26
				H24192-06- 55977	104 The Hill Drive - \$13,424.26 - invoice #: H24192-06-55977 - water leak repair	400-673-637	7	\$13,424.26
				h24192-06- 57361	Woodgate Drive at Fern Valley Road (near 88 Fern Valley Road) - \$6,854.54 - invoice #: H24192- 06-57361 - water leak investigation	400-673-637	7	\$6,854.54
				H24192-06-	Near 210 Overby	400-673-637	7	\$6,854.54



City of Brandon
Check Register by Department for Checks Dated 5/6/2025

Check Run #: 12959

Check#	Vendor#	Vendor Name	PO#	Invoice#	Description	GL Acct#	vhawkins Acct Per.	Detail Amount
100071	623	JACKSON PAPER COMPANY	19559	1413301	Street - \$6,854.54 - invoice #: H24192- 06-57552 - water leak investigation	400-673-550	7	\$66.03
				57552	Shop Supplies - cleaning	400-673-550	7	\$30.15
						400-673-550	7	\$58.56
						400-673-550	7	\$27.77
						400-673-550	7	\$206.58
						400-673-550	7	\$20.00
						400-673-550	7	\$50.63
						400-673-550	7	\$113.63
						400-673-550	7	\$52.06
						400-673-550	7	\$60.67
						400-673-550	7	\$57.77
			19559	1414122	Shop Supplies - cleaning	400-673-550	7	\$99.98
			19559	1413705	Shop Supplies - cleaning	400-673-550	7	\$41.59
			19488	1413619	Shop Supplies	400-673-550	7	\$233.78
			19559	1413494	Shop Supplies - cleaning	400-673-550	7	\$25.19
100076	12917	JOSEPH MOAK TRUCKING	19587	cob-42225	Stock at Shop - sand	400-673-550	7	\$4,928.88
100085	12879	MAGCOR INDUSTRIES		134930	P/R REIMBURSEMENT FOR WORK RELEASE- 03/30/25- 04/12/25	400-673-604	7	\$4,847.62
				134939	P/R REIMBURSEMENT FOR WORK RELEASE-03/16/25- 03/29/25	400-673-604	7	\$4,540.46
100088	13964	MCE LLC	1008		MEMBERSHIP FEE	400-673-695	7	\$268.80



City of Brandon
Check Register by Department for Checks Dated 5/6/2025

Check Run #: 12959

Check#	Vendor#	Vendor Name	PO#	Invoice#	Description	GL Acct#	vhawkins Acct Per.	Detail Amount
100097	4236	MSRWA		04/28/2025	2025 MSRWA WATER AND SEWER ANNUAL CONF. REGISTRATION FEES MAY 27-30, 2025- BILOXI/ B/A 04/07/2025	400-673-696	7	\$500.00
100104	985	POSTAGE BY PHONE		04/17/25	POSTAGE BY PHONE	400-673-691	7	\$13.01
100110	1015	RANKIN COUNTY COOPERATIVE	19565	306463	MAGCOR crew - rubber boots	400-673-535	7	\$26.99
100112	9506	RED BUD SUPPLY, INC	19585	191538	Public Works Field Staff - Safety Vest	400-673-535 400-673-535	7 7	\$49.99 \$328.50
100113	1038	REDDY ICE-JACKSON	18528	38-586008	ICE-CITY SHOP CREW	400-673-535 400-673-535 400-673-550	7 7 7	\$328.50 \$13.27 \$170.10
100122	3699	STAPLES CONTRACT & COMMERCIAL, INC	19605	6029589571	Office Supplies	400-673-500	7	\$91.39
100140	13577	TWS LLC		425A	B/A 02/03/2025- INSTALL NEW SCALES/SAMPLES/ OVERFLOW TANKS/ BASIC SERVICE/ETC	400-673-604	7	\$17,306.81
100143	1292	WARING OIL CO.	18577	414662	Stock at Shop Diesel for tank at City Shop October 2024 - September 2025	400-673-525	7	\$414.56
100144	4342	WARREN PAVING, INC	19589	105413	Stock at Shop - 610 Slag - 95 Tons	400-673-550	7	\$2,486.30
			19589	105477	Stock at Shop - 610 Slag - 95 Tons	400-673-550	7	\$2,429.54
				Total For Department	400-673			\$140,529.68 05/01/2025



City of Brandon
Check Register by Department for Checks Dated 5/6/2025

Check Run #: 12959

Check#	Vendor#	Vendor Name	PO#	Invoice#	Description	GL Acct#	vhawkins Acct Per.	Detail Amount
100013	2948	400-680 BISHOP'S HIGH VELOCITY DRAIN SERVICE, INC.		27455	WO # 57881 103 HEMLOCK ROAD JETTED SEWER LINE	400-680-604	7	\$540.00
				27461	WO# 58156 453 LUCKNEY RD UNSTOPPED SEWER MAIN	400-680-604	7	\$320.00
				27486	WO# 58066 40 CROSSWOODS RD JETTED SEWER LINE & RAN CAMERA	400-680-604	7	\$540.00
100019	564	BUDDY MARVIN HILLARD		MH033125XB	WO # 57772 PUMPED DOWN LIFT STATION/PUMP HEAD WAS CLOGGED	400-680-604	7	\$520.00
100022	2254	C SPIRE		0031072390- APR 25	CELLULAR BILL 03/19/2025- 04/18/2025	400-680-605	7	\$140.74
100023	1999	CINTAS CORPORATION NO 210		4227842972	UNIFORMS	400-680-535	7	\$5.73
				4228551781	UNIFORMS	400-680-535	7	\$7.60
						400-680-535	7	\$0.00
						400-680-535	7	\$0.00
						400-680-535	7	\$5.73
						400-680-535	7	\$7.60
						400-680-535	7	\$0.00
100033	4870	CROW BURLINGAME CO.		19561 6006-10649	VIN #2279 2012 Ford F350	400-680-635	7	\$8.82
				19563 6006-10598	VIN #4058 2021	400-680-635	7	\$236.00



City of Brandon
Check Register by Department for Checks Dated 5/6/2025

Check Run #: 12959

Check#	Vendor#	Vendor Name	PO#	Invoice#	Description	GL Acct#	vhawkins Acct Per.	Detail Amount
100048	2245	ENTERGY		10019930513	Chevy Colorado Needs VVT Solenoid replaced - this controls the flow of oil to the VVT mechanism allowing the engines camshaft to be adjusted; optimizes engine performance, fuel efficiency & emissions	400-680-630	7	\$92.28
					ENTERGY COLLECTIVE BILL- 03/12/25-04/10/25			
						400-680-630	7	\$73.49
						400-680-630	7	\$27.74
						400-680-630	7	\$42.22
						400-680-630	7	\$14.52
						400-680-630	7	\$41.39
						400-680-630	7	\$206.13
						400-680-630	7	\$15.06
						400-680-630	7	\$21.54
						400-680-630	7	\$44.89
						400-680-630	7	\$393.10
						400-680-630	7	\$61.83
						400-680-630	7	\$29.62
						400-680-630	7	\$166.41
						400-680-630	7	\$13.84
						400-680-630	7	\$20.38
						400-680-630	7	\$13.31
						400-680-630	7	\$62.47
						400-680-630	7	\$14.11
						400-680-630	7	\$13.31



City of Brandon
Check Register by Department for Checks Dated 5/6/2025

Check Run #: 12959

Check#	Vendor#	Vendor Name	PO#	Invoice#	Description	GL Acct#	vhawkins Acct Per.	Detail Amount
100055	860	FLEETCOR TECHNOLOGIES		NP68285465	ACCT #126876- FUELMAN FUEL FOR WEEK 04/14/2025- 04/20/2025	400-680-630	7	\$43.51
						400-680-630	7	\$15.53
						400-680-525	7	\$449.48
				NP68308365	ACCT #126876- FUEL FOR WEEK 04/21/2025- 04/27/2025	400-680-525	7	\$313.46
100064	5991	HARVEY SERVICES INC	19591	7555	Stock at Shop - grinder pump floats	400-680-636	7	\$800.00
						400-680-636	7	\$920.00
						400-680-636	7	\$2,600.00
						400-680-636	7	\$237.30
			19464	7471	Bolts to hold down lid on grinder pump tank	400-680-637	7	\$255.00
				7539	WO # 57984 GRINDER PUMP REPAIR 1035 WEST SUNSET DR	400-680-636	7	\$1,325.00
				7540	WO# 57989 GRINDER PUMP REPAIR 100 EASTWOOD DR	400-680-636	7	\$790.00
				7541	WO#58006 GRINDER PUMP REPAIR 619 TRICKHAMBRIDGE ROAD	400-680-636	7	\$790.00
				7549	WO # 58074 GRINDER PUMP REPAIR - BROKEN DISCHARGE PIPE 205 LAKE HANNAH ROAD	400-680-636	7	\$942.50
				7550	WO#58077 Page 45 of 47	400-680-636	7	\$750.00



City of Brandon
Check Register by Department for Checks Dated 5/6/2025

Check Run #: 12959				vhawkins	
Check#	Vendor#	Vendor Name	PO#	Invoice#	Acct Per.
				Description	GL Acct#
				GRINDER PUMP REPAIR REMOVE AIR FROM LINE- 109 ALICIA MAY DR	
			7556	WO#58077 GRINDER PUMP REPAIR REMOVE AIR FROM LINE- 109 ALICIA MAY DR-REPEAT ISSUE	400-680-636
					7
					\$1,900.00
			7568	WO# 58133 GRINDER PUMP REPAIR 665 TRICKHAMBRIDGE RD	400-680-636
					7
					\$1,031.30
			H24192-06- 57237	11 Terrapin Hill Road South emergency sewer point repair	400-680-637
					7
					\$9,683.80
			H24192-06- 57218	Near 109 Sallis Drive - \$10,652.93 – invoice #: H24192- 06-57218 – sewer point repair	400-680-637
					7
					\$10,652.93
			H24192-06- 57102	62 Sagewood Cove - \$6,623.22 – invoice #: H24192-06-57102 – sewer point repair	400-680-637
					7
					\$6,623.22
			H24192-06- 57219	emergency sewer point repair 108 Fern Valley Drive	400-680-637
					\$6,569.72
			1008	MEMBERSHIP FEE	400-680-695
					7
					\$97.74
			003WC2023- AUDIT	WORKERS COMP COVERAGE- 10/01/2023- 09/30/2024	400-680-491
					7
					\$146.24
			19499	106 Bristol Place - replace concrete driveway due to sewer repair work	400-680-637
					7
					\$5,172.56



City of Brandon
Check Register by Department for Checks Dated 5/6/2025

Check Run #: 12959

Check#	Vendor#	Vendor Name	PO#	Invoice#	Description	GL Acct#	vhawkins Acct Per.	Detail Amount
100099	878	MWPCOA		04/18/2025	WO #56193 2nd quote from NJ Farms received (both quotes are attached)			
					MWPCOA 2025 ANNUAL CONFERENCE REGISTRATION FEES MAY 14- 16, 2025- BILOXI B/A 04/21/2025	400-680-696	7	\$300.00
100110	1015	RANKIN COUNTY COOPERATIVE	19557	1196791	Bestway Ag 60gal Sprayer - FA #0354 used on VIN #0398 Yanmar	400-680-636	7	\$79.90
100111	1028	RANKIN COUNTY NEWS		250401	SEWER IMPROVEMENT PUBLICATION	400-680-615	7	\$72.12
Total For Department					400-680			\$56,261.17
Fund Total					400			\$223,325.77
Grand Total								\$684,344.55

CITY OF BRANDON
05/03/2025 Voided Claims

5445

Pers of Mississippi!
check was voided on
4/23/2025 to be placed on
docket in the future.

\$32,612.53
\$32,612.53

11541

JAMIE ELLMO
CHECK WAS REISSUED
ADDRESS WAS INCORRECT

\$200.00
\$200.00



City of Brandon

Check Processing Confirmation

Check Run ID	Check Date	Beg. Check #	Bank Fund	Bank	User
12958	5/1/2025	100001	098	Community Bank - Payables Clearing Account	vhawkins
Check Run Updated Successfully		Count of Checks	3	Total Amount of Checks	\$500.00



City of Brandon
Manual Check Batch #: 5575
Fiscal Year 2024 - 2025 7 - Apr

Vendor #	Name	PO #	Invoice #	Inv Date	Due Date	Invoice Amount		Sequence #
GL Account #	Account Description	Tax	1099	Sales Tax Amount	Liq. Amount	Detail Amount	Detail Description	
Check # 2687	Check Date: 4/26/2025							
9873	James Wilson Jr		42325	4/26/2025	4/30/2025	\$1,686.32	Reimbursement -	100
004-500-640	RENTALS	N			\$0.00	\$1,686.32	Camera/Lens Rental	
							- Staind-Gavin	
							Adcock-Alison	
							Krauss	
				Invoice Total	\$0.00	\$1,686.32		
				Total for Check #	\$0.00	\$1,686.32		
				2687				
Check # 2688	Check Date: 4/23/2025							
9846	LIVE NATION WORLDWIDE INC		BA04102025	4/23/2025	4/30/2025	\$2,842.74	Music License Fees -	100
004-500-600	PROF SERVICES - OTHER	N			\$0.00	\$2,842.74	W Nelson	
				Invoice Total	\$0.00	\$2,842.74		
				Total for Check #	\$0.00	\$2,842.74		
				2688				
Check # 2689	Check Date: 4/26/2025							
8065	COLE ENTERTAINMENT SERVICE		426251	4/26/2025	4/30/2025	\$24,689.28	Stagehands - Staind	100
004-500-600	PROF SERVICES - OTHER	N			\$0.00	\$24,689.28		
				Invoice Total	\$0.00	\$24,689.28		
				Total for Check #	\$0.00	\$24,689.28		
				2689				
Check # 2690	Check Date: 4/26/2025							
8161	Roderick Randall Kwan		2502	4/26/2025	4/30/2025	\$500.00	Jumbotron Services -	100
004-500-600	PROF SERVICES - OTHER	N	NEC		\$0.00	\$500.00	Staind	
				Invoice Total	\$0.00	\$500.00		
				Total for Check #	\$0.00	\$500.00		
				2690				
Check # 2691	Check Date: 4/26/2025							
13389	Lisa S Oxley		042625	4/26/2025	4/30/2025	\$300.00	Camera Crew -	100
004-500-600	PROF SERVICES - OTHER	N			\$0.00	\$300.00	Staind	

Total for fund	004	\$0.00	\$38,136.94
Total for batch	5575	\$0.00	\$38,136.94



City of Brandon

Manual Check Batch #: 5574

Fiscal Year 2024 - 2025 7 - Apr

Vendor #	Name	PO #	Invoice #	Inv Date	Due Date	Invoice Amount		Sequence #
GL Account #	Account Description	Tax	1099	Sales Tax Amount	Liq. Amount	Detail Amount	Detail Description	
Check # 2684	Check Date: 4/26/2025							
12430	REBECCA EVANS		426251	4/26/2025	4/22/2025	\$4,992.00		100
004-500-609	VIP AREA	N	NEC			\$0.00	CBC Catering - Staind	
Check # 2685	Check Date: 4/21/2025			Invoice Total		\$0.00		
2574	CITY OF BRANDON			Total for Check # 2684		\$0.00		
004-500-603	ARTIST AGREEMENT	N	421251	4/21/2025	4/22/2025	\$20,000.00	Cash Advance - Staind - Artist Agreement	100
004-500-600	PROF SERVICES - OTHER	N				\$0.00	Cash Advance - Staind - Catering	
Check # 2686	Check Date: 4/22/2025			Invoice Total		\$0.00		
14265	Three Twenty Four Touring LLC			Total for Check # 2685		\$0.00		
004-500-603	ARTIST AGREEMENT	N	422252	4/22/2025	4/22/2025	\$17,500.00	Deposit - Ole 60 - Gavin Adcock support	100
				Invoice Total		\$0.00		
				Total for Check # 2686		\$0.00		
						\$17,500.00		

Total for fund	004	\$0.00	\$42,492.00
Total for batch	5574	\$0.00	\$42,492.00



City of Brandon

Manual Check Batch #: 5573

Fiscal Year 2024 - 2025 7 - Apr

Vendor #	Name	PO #	Invoice #	Inv Date	Due Date	Invoice Amount	Sequence #
GL Account # Check # 10095 839 400-000-120	Account Description Check Date: 4/21/2025 DEPARTMENT OF REVENUE SALES TAX PAYABLE	Tax	1099	Sales Tax Amount	Liq. Amount	Detail Amount	Detail Description
			04/17/2025	4/21/2025	4/21/2025	\$3,273.30	100
		N				\$0.00	sales tax 04/2025
						<u>Invoice Total</u>	
						\$0.00	\$3,273.30
						<u>Total for Check #</u>	
						10095 \$0.00	\$3,273.30

Total for fund	400	\$0.00	\$3,273.30
Total for batch	5573	\$0.00	\$3,273.30



City of Brandon
Check Register by Department for Checks Dated 5/1/2025

Check Run #: 12960

Check#	Vendor#	Vendor Name	PO#	Invoice#	Description	GL Acct#	vhawkins Acct Per.	Detail Amount
Dept#		001-092						
100146	5445	PERS OF MISSISSIPPI		05/01/2025	PERS PENALTIES FOR NOT REPORTING LATOY HECKARD. SHE IS A PT EMPLOYEE BUT WORKED ENOUGH HOURS TO QUAIFY FOR PERS.	001-092-690	8	\$9,296.52
100147	5445	PERS OF MISSISSIPPI		05/01/2025-A	PERS PENALTIES FOR NOT REPORTING LATOY HECKARD. SHE IS A PT EMPLOYEE BUT WORKED ENOUGH HOURS TO QUAIFY FOR PERS.	001-092-690		\$18,641.77
Total For Department				001-092				\$27,938.29
Fund Total				001				\$27,938.29
Grand Total								\$27,938.29

PROVIDER PAYMENTS					
5/5/2025					
FOX EVERETT/COB - REGIONS TRUST ACCOUNT HEALTH INSURANCE ACCOUNT					
Invoice Date	Date Released	Check Seq. #	Invoice Amount	Disbursed Amount	Expenditure Description
4/4/2025	4/17/2025	24858	\$730.60	\$730.60	PaydHealth
4/8/2025	4/17/2025	24859	\$34,148.23	\$34,148.23	Admin Apr
4/9/2025	4/17/2025	24860	\$14,552.55	\$14,552.55	Magellan
4/17/2025	4/17/2025	24861-24931	\$38,670.13	\$38,670.13	Medical Claims
4/28/2025	5/1/2025	24932	\$39.35	\$39.35	HUB International Midwest Limited
4/30/2025	5/1/2025	24933	\$7,388.11	\$7,388.11	Magallan
5/1/2025	5/1/2025	24934-24992	\$51,288.72	\$51,288.72	Medical Claims
			\$146,817.69	\$146,817.69	

\$	198,473.34
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Board Approval Procedure - Statement should be submitted to Board for Approval at the next scheduled meeting



MEMORANDUM

TO: HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN
FROM: CARLY BETH DEARMAN, PUBLIC WORKS OPERATIONS COORDINATOR
BOARD AGENDA: MAY 5, 2025
SUBJECT: NORTH STREET WATER WELL
EMERGENCY REPAIRS

Asking for your consideration to declare an emergency repairs to the North Street Water Well, approve invoice #5183018 in the amount of \$9,731.00 from Griner Drilling Service, Inc, and authorize payment of the same.

On March 4, 2025, the North Street Water Well showed signs of electrical issues causing the well to not work. Upon inspection by Griner Drilling Service, it was determined that the motor leads - electrical wiring from the panel to the well - had gone bad. Griner Drilling Service installed new delay timers, isolation contactor, and ground wires in order to repair the well.

Thank you for your consideration in this matter. Please let me know if you have any questions.

ATTACHMENTS:

- Griner Drilling Service Invoice #: 5183018 - \$9,731.00
- ER Affidavit

GL Code: 400-673-636

Funding: WSOM



Griner Drilling Service, Inc.

126 Interstate Drive
Richland, Mississippi 39218

Phone (601) 932-4511

Invoice

Date	Invoice #
3/28/2025	5183018

Bill To
Brandon, City of ATTN: Lori Sarber P.O. Box 1539 Brandon, MS 39043 United States

Remit to Address:
P.O. Drawer 825 Columbia, Ms 39429

Net 30 Days	Job. No	Ship	Customer No.
NET 30 Days	25RMS4046	3/28/2025	50270

Description	Quantity	Rate	Amount
North Street Well Troubleshoot	9.5		
Service tech to troubleshoot well controls		160.00	1,520.00
Service tech found motor leads in the ground were shorted out causing electrical problems in panel.			
New delay timers		444.00	444.00
New Isolation Contactor		2,144.00	2,144.00
New in ground wires		3,543.00	3,543.00
Service tech and helper to install	8	260.00	2,080.00
Sales Tax		0.00%	0.00

Accounts over 30 days will bear 1 1/2% interest (18% per annum)

Total \$9,731.00

THANK YOU FOR YOUR
BUSINESS!!!

EMERGENCY CERTIFICATION RE: MCA SECTION 31-7-13(k) (1972, as amended)

I, Carly Beth Dearman, the Public Works Operations Coordinator
for the City of Brandon, Mississippi, have determined that an emergency exists as described in
the memo attached hereto, with regard to the purchase of the commodities or repair contracts,
identified as follows:

emergency repairs to the North Street Water Well due to electrical issues at the site. Issues
found would not allow power to the well. Motor leads and other electrical components
required replacement.

at the location/address identified in the memo attached hereto, so that the delay incident to
giving opportunity for competitive bidding would be detrimental to the interest of the
governing authority, and I hereby approve the bill presented therefore for such emergency
commodities and/or contract services provided, and I do hereby certify that the purchase of
such commodities was made from _____ (or with
Griner Drilling Services from whom such an emergency repair contract was
made), as reflected in the bill(s)/invoice(s) attached hereto and request payment of the same
accordingly.

So certified, this the 28 day of April, 2025.

Carly Beth Dearman

Carly Beth Dearman

(Print Name)

Public Works Operations Coordinator

(Title)

(Note: At the board meeting next following the emergency purchase or repair contract,
documentation of the purchase or repair contract, including a description of the commodity
purchased, the price thereof and the nature of the emergency shall be presented to the board
and shall be placed on the minutes of the board of such governing authority.)



MEMORANDUM

TO: HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN
FROM: CARLY BETH DEARMAN, PUBLIC WORKS OPERATIONS COORDINATOR
BOARD AGENDA: MAY 5, 2025
SUBJECT: HEMPHILL CONSTRUCTION COMPANY
EMERGENCY REPAIRS
INVOICE APPROVALS

Asking for your consideration to approve the following invoices from Hemphill Construction Company for emergency repairs and authorize payment of the same.

1. 108 Fern Valley Drive - \$6,569.72 – invoice #: H24192-06-57219 – emergency sewer point repair
2. 11 Terrapin Hill Road South - \$9,683.80 – invoice #: H24192-06-57237 – emergency sewer point repair

All services rendered by Hemphill Construction Company on the attached invoicing are at the FY25 General Construction Services commodity bid pricing. All listed repairs were due to circumstances in which the City of Brandon staff on hand were unable to accomplish in an appropriate timeframe or due to the nature of repairs.

Thank you for your consideration in this matter. Please let me know if you have any questions.

ATTACHMENTS:

- Hemphill Construction Company invoices

Work Order 57219 – 108 Fern Valley

<u>Line Item #</u>	<u>QTY</u>	<u>Unit</u>	<u>DESCRIPTION OF WORK</u>	<u>UNIT PRICE</u>	<u>TOTAL</u>
1	5.5	HR	Superintendent	\$107.00	\$588.50
2	10.5	HR	Foreman	\$96.81	\$1,016.51
3	10.5	HR	Trackhoe & Operator (308)	\$117.19	\$1,230.50
4	10.5	HR	Front End Loader & Operator	\$132.47	\$1,390.94
5	10.5	HR	Pipelayer	\$45.86	\$481.53
6	10.5	HR	Laborer	\$38.72	\$406.56
7	10.5	HR	Pickup Truck	\$22.42	\$235.41
8	10.5	HR	Flatbed Truck	\$19.36	\$203.28
9	10.5	HR	Small Incidental Tools	\$15.29	\$160.55
10	10.5	HR	Vacuum Excavator	\$81.52	\$855.96
TOTAL AMOUNT DUE					\$6,569.72

Emergency Sewer Point
Repair

Invoice #: H24192-06-57219

GL Code: 400-680-637
Funding: WSOM

EMERGENCY CERTIFICATION RE: MCA SECTION 31-7-13(k) (1972, as amended)

I, Carly Beth Dearman, the Public Works Operations Coordinator for the City of Brandon, Mississippi, have determined that an emergency exists as described in the memo attached hereto, with regard to the purchase of the commodities or repair contracts, identified as follows:

emergency sewer point repair at 108 Fern Valley Road causing sewer backup at home

at the location/address identified in the memo attached hereto, so that the delay incident to giving opportunity for competitive bidding would be detrimental to the interest of the governing authority, and I hereby approve the bill presented therefore for such emergency commodities and/or contract services provided, and I do hereby certify that the purchase of such commodities was made from Hemphill Construction Company (or with _____ from whom such an emergency repair contract was made), as reflected in the bill(s)/invoice(s) attached hereto and request payment of the same accordingly.

So certified, this the 25 day of April, 2025.

Carly Beth Dearman

Carly Beth Dearman

(Print Name)

Public Works Operations Coordinator

(Title)

(Note: At the board meeting next following the emergency purchase or repair contract, documentation of the purchase or repair contract, including a description of the commodity purchased, the price thereof and the nature of the emergency shall be presented to the board and shall be placed on the minutes of the board of such governing authority.)



Work Order #: 57219

Work Order Date: 02/24/25

Work Type:

Priority:

Status: Complete

Prepared By: Debora Weathers

Type of Work Order: Assigned Work Order (During Reg Hours)

Request Type: Sewer - Overflow

Date Requested: 02/24/2025

Name: Hannah Paige

Service Address or 108 Fern Valley Road

Request Location:

Phone Number: 804-324-8500

Email Address:

Reported By: Hannah Paige

Department: Sewer

Ward:

Nature of Request: Sewer is overflowing

Scheduled Completion

Date:

Date Work Order 03/03/2025

Completed:

Work Order Completed Hemphill Construction Company

By:

Scope of Work Disconnected service at the tap due to roots in the line. Replaced approximately 5 feet of 4"

Completed: pvc pipe and connected with rubber couplings. Backfilled with sand and topsoil. Installed a waddle on the edge of the yard to prevent washing.

Locate Number If

Necessary:

Additional Information:

Concrete Repair

Required/Details:

Sod/Yard Restoration

Required/Details:

Asphalt Repair

Required/Details:

Invoice & Cost

Information:

Meter Deposit Amount:

Tap Fee Amount:

Status:



JOB NO:	H24192-	ACCIDENTS:	☐ YES ☒ NO
PROJECT:	Brandon Maintenance	INCIDENTS:	☐ YES ☒ NO
DATE:	3/3/2025	SUPERINTENDENT:	Chad Phelps
DAY OF WEEK:	MONDAY	REVIEWED:	BK

NAME	EMP. #	CLASS	ABSENCE	TOTAL HOURS / OTHER FOREMAN	010001-											TOTAL	PENETROMETER
1 KENNETH MCCARDLE	2611	FOREMAN		10.50												10.50	A.M. _____
2 JOSEPH WELBORN	1641	Pipelayer		10.50												10.50	READING _____
3 BARRET ABRAMS	2930	Trackhoe		10.50												10.50	SOIL TYPE _____
4 CHARLES SHOULDERS	2865	Loader		10.50												10.50	LOCATION _____
5 CEDRIC HYDE	3377	Labor		10.50												10.50	_____
6																-	P.M. _____
7																-	READING _____
8																-	SOIL TYPE _____
9																-	LOCATION _____
10																-	
11																-	
12																-	
13																-	
14																-	
15																-	

TEMP LABOR	EMPLOYER	POTENTIAL HIRE? Y/N	010001-														
1																-	
2																-	

DAILY WORK REPORT		EQUIP. #	EQUIP DESCRIPTION	010001-												TOTAL	BEGIN	END	HRS
WORK DAY (Y/N)		1582	Ford F250 Pickup	10.50												10.50			-
WEATHER		16A007	F600	10.50												10.50			-
FAIR		12510	Level	10.50												10.50			-
CLOUDY		13716	Pipe Saw	10.50												10.50			-
RAIN AMOUNT (IN)		9494	Laser	10.50												10.50			-
TEMPERATURE		5610	Conex Box	10.50												10.50			-
TIME WORKED	START	STOP	5215	20' Trailer	10.50											10.50			-
MORNING			11619	Centrifugal Pump	10.50											10.50			-
AFTERNOON			11654	Diaphragm Pump	10.50											10.50			-
NIGHT			13816	Trench Box 8'	10.50											10.50			-
TOTAL HRS FOR DAY			13819	Trench Box 16'	10.50											10.50			-
WORK COMPLETED			13910	Material Box	10.50											10.50			-
PHASE	QUANTITY	UNITS	13461	Tamp	10.50											10.50			-
1			2244	303.5 Cat	10.50											10.50			-
2			8593	Pothole Machine	10.50											10.50			-
3			2408	926 Cat	10.50											10.50			-
4																-		-	-
5																-		-	-
6																-		-	-
7																-		-	-
8																-		-	-
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13																-		-	-
14																-		-	-
15																-		-	-

REMARKS / SPECIAL INSTRUCTIONS / VISITORS TO PROJECT SITE

Had to go to 308 Kern Valley Rd to investigate a sewer issue. We cleared off beside street out to yard where mark was at. We found broken gas pipe with roots growing thru it. We had to clean off and find a good section of pipe to tie into. Cut out bad section and removed roots out pipe and checked to make sure pipe would drain to main. Installed a 3 ft piece of 8" gas pipe and connected together with rubber couplings. Backfilled around pipe with sand for bedding. Backfilled area with gravel and dressed up area. Had to install a weevil on edge of yard next to curb to prevent weevil.

☒ THIS WORKING SITE HAS BEEN INSPECTED THIS DAY AND NO APPARENT SAFETY HAZARDS EXIST.

☒ ALL HEAVY EQUIPMENT HAS BEEN INSPECTED AND IS IN GOOD OPERATING ORDER.

KENNETH MCCARDLE

FOREMAN

Work Order 57237 – 11 Terrapin Hill Road South

<u>Line Item #</u>	<u>QTY</u>	<u>Unit</u>	<u>DESCRIPTION OF WORK</u>	<u>UNIT PRICE</u>	<u>TOTAL</u>
1	10	HR	Superintendent	\$107.00	\$1,070.00
2	15	HR	Foreman	\$96.81	\$1,452.15
3	15	HR	Trackhoe & Operator (308)	\$117.19	\$1,757.85
4	15	HR	Front End Loader & Operator	\$132.47	\$1,987.05
5	0	HR	Pipelayer	\$45.86	\$0.00
6	15	HR	Laborer	\$38.72	\$580.80
7	15	HR	Pickup Truck	\$22.42	\$336.30
8	15	HR	Flatbed Truck	\$19.36	\$290.40
9	15	HR	Small Incidental Tools	\$15.29	\$229.35
10	10	HR	Vacuum Excavator	\$81.52	\$815.20
11	1	LS	Eagle Pipe & Supply	\$1,164.70	\$1,164.70
TOTAL AMOUNT DUE					\$9,683.80

Emergency sewer point repair - 11 Terrapin Hill Road S

Invoice #: H24192-06-57237

GL Code: 400-680-637

Funding: WSOM

EMERGENCY CERTIFICATION RE: MCA SECTION 31-7-13(k) (1972, as amended)

I, Carly Beth Dearman, the Public Works Operations Coordinator
for the City of Brandon, Mississippi, have determined that an emergency exists as described in
the memo attached hereto, with regard to the purchase of the commodities or repair contracts,
identified as follows:

emergency sewer point repair at 11 Terrapin Hill Road South. Sewer tap had disconnected
from city main causing sewer backup.

at the location/address identified in the memo attached hereto, so that the delay incident to
giving opportunity for competitive bidding would be detrimental to the interest of the
governing authority, and I hereby approve the bill presented therefore for such emergency
commodities and/or contract services provided, and I do hereby certify that the purchase of
such commodities was made from Hemphill Construction Company (or with
_____ from whom such an emergency repair contract was
made), as reflected in the bill(s)/invoice(s) attached hereto and request payment of the same
accordingly.

So certified, this the 25 day of April, 2025.

Carly Beth Dearman

Carly Beth Dearman

(Print Name)

Public Works Operations Coordinator

(Title)

(Note: At the board meeting next following the emergency purchase or repair contract,
documentation of the purchase or repair contract, including a description of the commodity
purchased, the price thereof and the nature of the emergency shall be presented to the board
and shall be placed on the minutes of the board of such governing authority.)



Work Order #: 57237

Work Order Date: 02/25/25

Work Type:

Priority:

Status: Complete

Prepared By: Lori Sarver

Type of Work Order:

Request Type: Sewer - Backup

Date Requested: 02/24/2025

Name: MARY CROSSMAN

Service Address or Request 11 Terrapin Hill Road South

Location:

Phone Number: (859) 221-7619

Email Address:

Reported By: Protel / Request #779587081 8:48am

Department: Sewer

Ward:

Nature of Request: STATES THE SEWAGE IS BACKING UP AND IS NEEDING TO BE
LOOKED AT

Scheduled Completion Date:

Date Work Order Completed: 03/07/2025

Work Order Completed By: Hemphill Construction Company

Scope of Work Completed: Tap had disconnected at city main. Poured a concrete collar to secure tap.
Backfilled and graded area.

Locate Number If Necessary:

Additional Information: **2/25/25 11:20am - text from JT - waiting on call to meet plumber to explain
issue - LSarver

Concrete Repair Required/Details:

Sod/Yard Restoration

Required/Details:

Asphalt Repair Required/Details:

Invoice & Cost Information:

Meter Deposit Amount:

Tap Fee Amount:

Status:

Employee Cost: \$0.00

Equipment Cost: \$0.00

Material Cost: \$0.00

Inventory Cost: \$0.00

Purchase Order Cost: \$0.00



450 Industrial Drive
Jackson MS 39209

Your single source for water, sewer, gas, drainage and erosion
control needs.

INVOICE

Date	Account #	Invoice #	Due Date
3/6/2025	H24192	72640	4/5/2025
FAX		PHONE	
601-487-7474		601-487-7473	

BILL TO:

Hemphill Construction Company Inc.
PO Drawer 879
Florence, MS 39073

SHIP TO:

H24192 - Brandon Maint. Project
See below for address and contact
Brandon, MS 39047
MPC#: MP-31168726

H24192 - 040001-04⁶

PO or JOB #	TERMS	REP	ORDER DATE	VIA	F.O.B.	JOB/PROJECT
H24192 / Kenneth	1% 10 Net 30	NRP	3/6/2025	Eagle Truck	Jobsite	H24192 - Brandon Maint. Project

QTY	U/M	DESCRIPTION	UNIT	EXT
		** 11 Terrapin Hill Road South - Brandon MS **		
2	ea	8in x 8in Flexible Sewer Coupling - Concrete x PVC - ARC Shielded (Mission) # MR0688ARC-Mission	178.95	357.90
1	ea	8in x 6in SDR26 HW PVC Tee Wye - G x G x G # 8X6SDR26TY	138.45	138.45
1	ea	6in SDR26 HW PVC Street 45 Degree Bend - S x G ** Note: Spigot x Gasket ** # 6SDR2645ST	40.35	40.35
1	ea	6in SDR26 HW PVC 45 Degree Bend - G x G # 6SDR2645	54.60	54.60
2	ea	4in SDR26 HW PVC 45 Degree Bend - G x G # 4SDR2645	31.80	63.60
2	ea	4in SDR26 HW PVC 22.5 Degree Bend - G x G # 4SDR2622	42.15	84.30
1	ea	4in x 4in Flexible Sewer Coupling - PVC x PVC - ARC Shielded (Mission) # MR5644ARC-Mission	42.45	42.45
1	ea	Pipe Lube - .95L - Quart # GLP32	6.70	6.70

Pasted
MAR 11 2025
Angie Oswalt

Please make your check payable to Eagle Pipe and Supply, LLC and remit to the above address.
Terms are Net 30 days. All past due accounts are subject to a finance charge of 1.5% per month (18% per annum).
We will not accept goods returned without permission and then goods are subject to inspection for decision on possible credit.
To avoid late fees, allow 5 or more days for postal delivery.

Payments on account with a credit card will incur a 4% transaction fee.

Subtotal:	\$788.35
Payments/Credits	\$0.00
Sales Tax: (0.0%)	\$0.00
Balance Due	\$788.35



450 Industrial Drive
Jackson MS 39209

Your single source for water, sewer, gas, drainage and erosion control needs.

INVOICE

Date	Account #	Invoice #	Due Date
3/6/2025	H24192	72658	4/5/2025
FAX		PHONE	
601-487-7474		601-487-7473	

BILL TO:

Hemphill Construction Company Inc.
PO Drawer 879
Florence, MS 39073

SHIP TO:

H24192 - Brandon Maint. Project
See below for address and contact
Brandon, MS 39047
MPCH: MP-31168726

PO or JOB #

TERMS

REP

ORDER DATE

VIA

F.O.B.

JOB/PROJECT

H24192 / Kenneth

1% 10 Net 30

NRP

3/6/2025

Eagle Truck

Subsidiary

H24192 - Brandon Maint. Project

QTY

U/M

DESCRIPTION

UNIT

EXT

** additional items 11 Terrapin Hill Road South **
** 2nd call in **

1

ea

8in x 6in SDR26 HW PVC Tee Wye - G x G x G
8X6SDR26TY

138.45

138.45

1

ea

6in SDR26 HW PVC Street 45 Degree Bend - S x G
** Note: Spigot x Gasket **
6SDR2645ST

40.35

40.35

1

4in x 4in Flexible Sewer Coupling - Concrete x PVC - ARC Shield (Mission Rubber)
MR0644ARC

66.15

66.15

1

ea

6in x 6in Flexible Sewer Coupling - Concrete x PVC - ARC Shielded (Mission)
MR0666ARC-Mission

131.40

131.40

H24192-040001-08

Please make your check payable to Eagle Pipe and Supply, LLC and remit to the above address.
Terms are Net 30 days. All past due accounts are subject to a finance charge of 1.5% per month (18% per annum).
We will not accept goods returned without permission and then goods are subject to inspection for decision on possible credit.
To avoid late fees, allow 5 or more days for postal delivery.

Payments on account with a credit card will incur a 4% transaction fee.

Subtotal:	\$376.35
Payments/Credits	\$0.00
Sales Tax: (0.0%)	\$0.00
Balance Due	\$376.35





MEMORANDUM

TO: HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN
FROM: CARLY BETH DEARMAN, PUBLIC WORKS OPERATIONS COORDINATOR
BOARD AGENDA: MAY 5, 2025
SUBJECT: HEMPHILL CONSTRUCTION COMPANY
NON-EMERGENCY REPAIRS
INVOICE APPROVALS

Asking for your consideration to approve the following invoices from Hemphill Construction Company for non-emergency repairs and authorize payment of the same.

1. Marquette Road near Cypress Way - \$5,555.10 – invoice #: H24192-02-56071 – raise fire hydrant
2. Near 109 Sallis Drive - \$10,652.93 – invoice #: H24192-06-57218 – sewer point repair
3. Near 175 Boyce Thompson Drive - \$3,115.70 – invoice #: H24192-06-55822 – fire hydrant repair
4. 105 Deborah Drive - \$10,255.06 – invoice #: H24192-06-57489 – fire hydrant repair
5. Behind 1564 W. Government Street (OEC) – \$6,623.22 - invoice #: H24192-06-57981 – water leak repair
6. 101 Kathryn Drive - \$5,608.26 – invoice #: H24192-06-57379 – water leak repair
7. 62 Sagewood Cove - \$6,623.22 – invoice #: H24192-06-57102 – sewer point repair
8. 104 The Hill Drive - \$13,424.26 – invoice #: H24192-06-55977 – water leak repair
9. Woodgate Drive at Fern Valley Road (near 88 Fern Valley Road) - \$6,854.54 – invoice #: H24192-06-57361 – water leak investigation
10. Near 210 Overby Street - \$6,854.54 – invoice #: H24192-06-57552 – water leak investigation
11. Near 309 Eastridge Drive - \$38,872.06 – invoice #: H24192-06-52821 – storm drain pipe repair

All services rendered by Hemphill Construction Company on the attached invoicing are at the FY25 General Construction Services commodity bid pricing. All listed repairs were due to circumstances in which the City of Brandon staff on hand were unable to accomplish in an appropriate timeframe or due to the nature of repairs.

Thank you for your consideration in this matter. Please let me know if you have any questions.

ATTACHMENTS:

- Hemphill Construction Company invoices

Work Order 56071 – Marquette Road

<u>Line Item #</u>	<u>QTY</u>	<u>Unit</u>	<u>DESCRIPTION OF WORK</u>	<u>UNIT PRICE</u>	<u>TOTAL</u>
1	10	HR	Foreman	\$96.81	\$968.10
2	0	HR	Trackhoe & Operator (308)	\$117.19	\$0.00
3	10	HR	Front End Loader & Operator	\$132.47	\$1,324.70
4	20	HR	Pipelayer	\$45.86	\$917.20
5	20	HR	Laborer	\$38.72	\$774.40
6	10	HR	Pickup Truck	\$22.42	\$224.20
7	10	HR	Flatbed Truck	\$19.36	\$193.60
8	10	HR	Small Incidental Tools	\$15.29	\$152.90
9	0	HR	Vacuum Excavator	\$81.52	\$0.00
10	1	LS	Eagle Pipe	\$1,000.00	\$1,000.00
TOTAL AMOUNT DUE					\$5,555.10

Raised fire hydrant to grade - Marquette Rd near Cypress Way

Invoice #: H24192-02-56071

GL Code: 400-673-637

Funding: WSOM



Work Order #: 56071

Work Order Date: 11/04/24

Work Type:

Priority:

Status: Complete

Prepared By: Carly Dearman

Type of Work Order: Assigned Work Order (During Reg Hours)

Request Type: Water - Hydrant Maintenance/Repair

Date Requested: 11/04/2024

Name: Tim Martin

Service Address or Request Location: Marquette Road (near Cypress Way)

Phone Number:

Email Address:

Reported By:

Department: Water

Ward:

Nature of Request: raise fire hydrant

Scheduled Completion Date:

Date Work Order Completed: 11/04/2024

Work Order Completed By: Hemphill Construction Company

Scope of Work Completed: raised fire hydrant to grade. Backfilled area.

Locate Number If Necessary:

Additional Information:

Concrete Repair Required/Details:

Sod/Yard Restoration Required/Details:

Asphalt Repair Required/Details:

Invoice & Cost Information:

Meter Deposit Amount:

Tap Fee Amount:

Status: OPEN

Employee Cost: \$0.00

Equipment Cost: \$0.00

Material Cost: \$0.00

Inventory Cost: \$0.00

Purchase Order Cost: \$0.00

Uploaded Files

Date	File Name	Uploaded by
04/11/2025	25323019-Marquette Road Raise Fire Hydrant 2 October 2024.pdf	



450 Industrial Drive
Jackson MS 39209

Your single source for water, sewer, gas, drainage and erosion
control needs.

INVOICE

Date	Account #	Invoice #	Due Date
NOV 07/6/2024	H24192	71358	12/6/2024
FAX		PHONE	
601-487-7474		601-487-7473	

BILL TO:

Hemphill Construction Company Inc.
PO Drawer 879
Florence, MS 39073

SHIPP TO:

H24192 - Brandon Maint. Project
See below for address and contact
Brandon, MS 39047
Please send MPC #

PO or JOB #	TERMS	REP	ORDER DATE	VIA	F.O.B.	JOB/PROJECT	
H24192 / Chad	1% 10 Net 30	NRP	11/1/2024	Eagle Truck	Brandon MS	H24192 - Brandon Maint. Project	
QTY	DESCRIPTION					UNIT	EXT
1	** Call Wendell for delivery location - 601-770-2891 ** ----- Hydrant Extension - 1ft-0in tall x 5-1/4in barrel - Mueller Style A423 # 51/4X12EXT-Mueller(A423) ----- 						

H24192-040001-04
G

Please make your check payable to Eagle Pipe and Supply, LLC and remit to the above address.
Terms are Net 30 days. All past due accounts are subject to a finance charge of 1.5% per month (18% per annum).
We will not accept goods returned without permission and then goods are subject to inspection for decision on possible credit.
To avoid late fees, allow 5 or more days for postal delivery.

Payments on account with a credit card will incur a 4% transaction fee.

Subtotal:	\$1,000.00
Payments/Credits	\$0.00
Sales Tax: (0.0%)	\$0.00
Balance Due	\$1,000.00

JOB NO:

H24192-

PROJECT:

BRANDON T & M

DATE:

11/4/2024

DAY OF WEEK:

MONDAY

ACCIDENTS:YES

X

NO

INCIDENTS:YES

X

NO

SUPERINTENDENT:

CHAD PHELPS

REVIEWED:

BK

HEMPHILL

CONSTRUCTION

COMPANY

FLORENCE, ME SINCE 1983

	NAME	EMP. #	CLASS	ABSENCE	TOTAL HOURS / OTHER FOREMAN	010001-										TOTAL	PENETROMETER
1	WENDELL PITTS	2615	FOREMAN			10.00										10.00	A.M.
2	ROBERT LADNER	1019	Trackhoe			10.00										10.00	READING
3	JEFFERY PITTS	2771	Trackhoe			10.00										10.00	SOIL TYPE
4	MATTHEW GROSS	3341	Pipelayer			10.00										10.00	LOCATION
5	DILLION WALTERS	2630	LABOR			10.00										10.00	
6	CARLOS DE LE CRUZ	3342	LABOR			10.00										10.00	P.M.
7																-	READING
8																-	SOIL TYPE
9																-	LOCATION
10																-	
11																-	
12																-	
13																-	
14																-	
15																-	

TEMP LABOR	EMPLOYER	POTENTIAL HIRE? Y/N	010001-														
1																	-
2																	-
																	-

DAILY WORK REPORT			EQUIP. #	EQUIP DESCRIPTION	010001-											TOTAL	EQ. ODOMETER READINGS		
WORK DAY (Y/N)			1570	F250 FOREMAN TRK	10.00											10.00	BEGIN	END	HRS
WEATHER			1056	2 TON	10.00											10.00			-
FAIR			12762	LEVEL	10.00											10.00			-
CLOUDY			13780	PIPESAW	10.00											10.00			-
RAIN AMOUNT (IN)			9468	LASER	10.00											10.00			-
TEMPERATURE			11614	3" Trash Pump	10.00											10.00			-
TIME WORKED	START	STOP	11652	3" Diaphram Pump	10.00											10.00			-
MORNING			5614	Conex Box	10.00											10.00			-
AFTERNOON			2412	CAT 926M	10.00											10.00			
NIGHT																-			
TOTAL HRS FOR DAY																-			
WORK COMPLETED																-			
PHASE	QUANTITY	UNITS														-			-
1																-			-
2																-			-
3																-			-
4																-			-
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14																-			-
15																-			-

REMARKS | SPECIAL INSTRUCTIONS | VISITORS TO PROJECT SITE

BEGIN STATION:

END STATION:

Went to Marquette Street and hand dug around fire hydrant down to valve and replaced pipe to raise valve box. Also took fire hydrant apart and got ready to put extension on. Flange broke when bolting it up to extension. Finally got new flange delivered at 2:30 pm so that we could finish raising the fire hydrant up to grade. Backfilled and put hay around hydrant. Went to 160 Woodgate Drive and called in emergency locate for water leak.

Par

X THIS WORKING SITE HAS BEEN INSPECTED THIS DAY AND NO APPARENT SAFETY HAZARDS EXIST.

X ALL HEAVY EQUIPMENT HAS BEEN INSPECTED AND IS IN GOOD OPERATING ORDER

WENDELL PITTS

FOREMAN

Work Order 57218 – 119 Sallis Drive

<u>Line Item #</u>	<u>QTY</u>	<u>Unit</u>	<u>DESCRIPTION OF WORK</u>	<u>UNIT PRICE</u>	<u>TOTAL</u>
1	9	HR	Superintendent	\$107.00	\$963.00
2	18.5	HR	Foreman	\$96.81	\$1,790.99
3	18.5	HR	Trackhoe & Operator (308)	\$117.19	\$2,168.02
4	18.5	HR	Front End Loader & Operator	\$132.47	\$2,450.70
5	0	HR	Pipelayer	\$45.86	\$0.00
6	18.5	HR	Laborer	\$38.72	\$716.32
7	18.5	HR	Pickup Truck	\$22.42	\$414.77
8	18.5	HR	Flatbed Truck	\$19.36	\$358.16
9	18.5	HR	Small Incidental Tools	\$15.29	\$282.87
10	18.5	HR	Vacuum Excavator	\$81.52	\$1,508.12
TOTAL AMOUNT DUE					\$10,652.93

Sewer point repair - Sallis Drive (near 109)

Invoice #: H24192-06-57218

GL Code: 400-680-637

Funding: WSOM



Work Order #: 57218

Work Order Date: 02/24/25

Work Type:

Priority:

Status: Complete

Prepared By: Hollan Silcox

Type of Work Order: Assigned Work Order (During Reg Hours)

Request Type: Sewer - Sinkhole

Date Requested: 02/24/2025

Name: Hollan Silcox

Service Address or Sallis Drive (near 109

Request Location:

Phone Number:

Email Address:

Reported By: Hollan Silcox

Department: Sewer

Ward:

Nature of Request: Sinkhole next to asphalt

Scheduled Completion

Date:

Date Work Order 03/05/2025

Completed:

Work Order Hemphill Construction Company

Completed By:

Scope of Work Sinkhole in roadway caused by abandoned sewer main. Old line was damaged and taking on

Completed: water and dirt. Disconnected old sewer line from connection at active city main. Concreted area around the tee and sealed the main off. Removed all old service pipe. Backfilled around pipe with sand. Backfilled roadway with 610 slag.

Locate Number If

Necessary:

Additional

Information:

Concrete Repair

Required/Details:

Sod/Yard Restoration

Required/Details:

Asphalt Repair

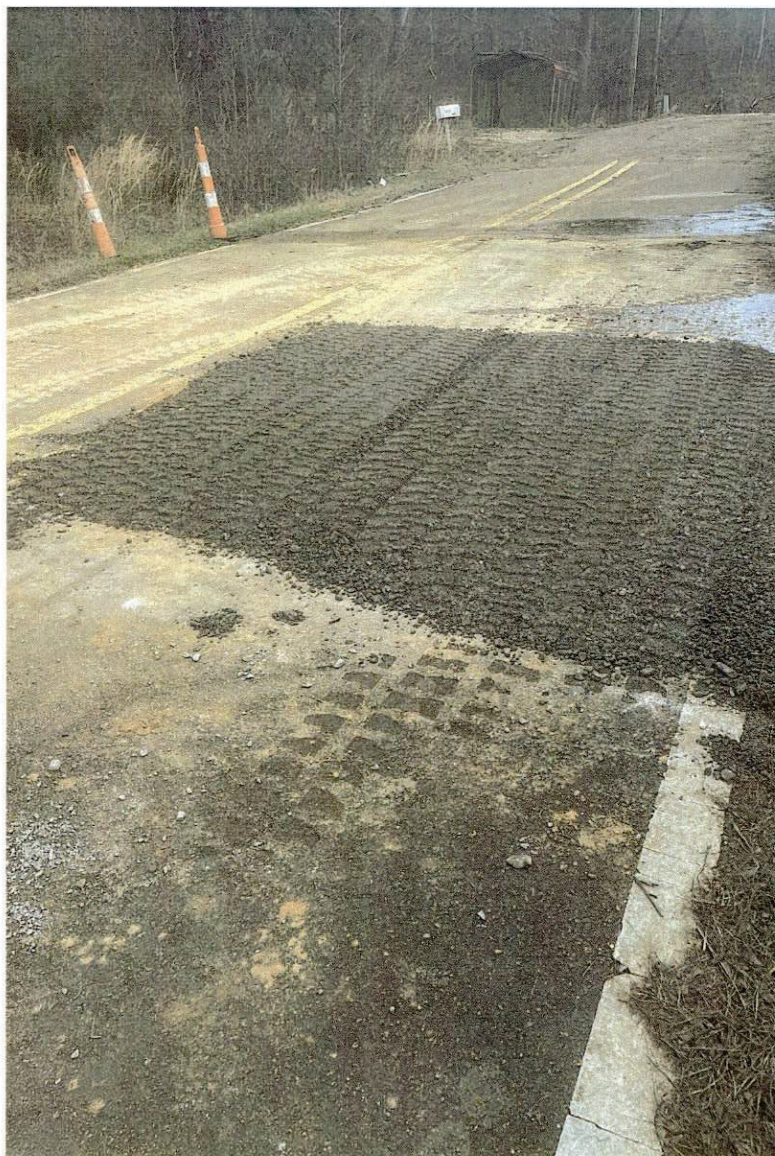
Required/Details:

Invoice & Cost

Information:

Meter Deposit

Amount:





JOB NO: H24192-

PROJECT: Brandon Maintenance

DATE: 3/4/2025

DAY OF WEEK: TUESDAY

ACCIDENTS: ☐ YES ☒ NO

INCIDENTS: YES ☒ NO

SUPERINTENDENT: Chad Phelps

REVIEWED: BK

				TOTAL HOURS / OTHER FOREMAN		010001-												TOTAL	PENETROMETER		
NAME	EMP. #	CLASS	ABSENCE																		
1 KENNETH MCCARDLE	2611	FOREMAN				8.00												8.00	A.M. _____		
2 JOSEPH WELBORN	1641	Pipelayer				-												-	READING _____		
3 BARRET ABRAMS	2930	Trackhoe				8.00												8.00	SOIL TYPE _____		
4 CHARLES SHOULDERS	2865	Loader				8.00												8.00	LOCATION _____		
5 CEDRIC HYDE	3377	Labor				8.00												8.00	_____		
6																		-	P.M. _____		
7																		-	READING _____		
8																		-	SOIL TYPE _____		
9																		-	LOCATION _____		
10																		-			
11																		-			
12																		-			
13																		-			
14																		-			
15																		-			
TEMP LABOR				EMPLOYER				POTENTIAL HIRE? Y/N				010001-									
1																		-			
2																		-			
																		-			
								010001-											EQ ODOMETER READINGS		
DAILY WORK REPORT				EQUIP. #		EQUIP DESCRIPTION		010001-										TOTAL	BEGIN	END	HRS
WORK DAY (Y/N)				1582		Ford F250 Pickup		8.00		-								8.00			-
WEATHER				16A007		F600		8.00		-								8.00			-
FAIR				12510		Level		8.00		-								8.00			-
CLOUDY				13716		Pipe Saw		8.00		-								8.00			-
RAIN AMOUNT (IN)				9494		Laser		8.00		-								8.00			-
TEMPERATURE				5610		Conex Box		8.00		-								8.00			-
TIME WORKED				5215		20' Trailer		8.00		-								8.00			-
MORNING				11619		Centrifugal Pump		8.00		-								8.00			-
AFTERNOON				11654		Diaphragm Pump		8.00		-								8.00			-
NIGHT				13816		Trench Box 8'		8.00		-								8.00			-
TOTAL HRS FOR DAY				13819		Trench Box 16'		8.00		-								8.00			-
WORK COMPLETED				13910		Material Box		8.00		-								8.00			-
PHASE				13461		Tamp		8.00		-								8.00			-
1				2244		303.5 Cat		-		-								-			
2				8593		Pothole Machine		8.00		-								8.00			
3				2408		926 Cat		8.00		-								8.00			
4				2393		308 Cat		8.00		-								8.00			
5																		-			
6																		-			
7																		-			
8																		-			
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14																		-			
14																		-			
15																		-			
REMARKS SPECIAL INSTRUCTIONS VISITORS TO PROJECT SITE																					
Moved to falls rd for a sewer sinkhole beside roadway. We potholed water main. We sawcut roadway while waiting for Centerpointe. Made sure everything was safed up for weather and we rained out at 2:30 cause of storms.																					

JOB NO:

H24192-

PROJECT:

Brandon Maintenance

DATE:

3/5/2025

DAY OF WEEK:

WEDNESDAY

ACCIDENTS:YES

x

NO

INCIDENTS:YES

x

NO

SUPERINTENDENT:

Chad Phelps

REVIEWED:

BK

HEMPHILL

CONSTRUCTION COMPANY SINCE 1987

	NAME	EMP.#	CLASS	ABSENCE	TOTAL HOURS / OTHER FOREMAN	-100010											TOTAL	PENETROMETER
1	KENNETH MCCARDLE	2611	FOREMAN			10.50											10.50	A.M.
2	JOSEPH WELBORN	1641	Pipelayer			-											-	READING
3	BARRET ABRAMS	2930	Trackhoe			10.50											10.50	SOIL TYPE
4	CHARLES SHOULDERS	2865	Loader			10.50											10.50	LOCATION
5	CEDRIC HYDE	3377	Labor			10.50											10.50	
6																	-	P.M.
7																	-	READING
8																	-	SOIL TYPE
9																	-	LOCATION
10																	-	
11																	-	
12																	-	
13																	-	
14																	-	
15																	-	

TEMP LABOR	EMPLOYER	POTENTIAL HIRE? Y/N	010001-															
1																		-
2																		-
																		-

DAILY WORK REPORT			EQUIP.#	EQUIP DESCRIPTION	010001-												TOTAL	EQ ODOMETER READINGS		
WORK DAY (Y/N)	WEATHER	FAIR	CLOUDY	RAIN AMOUNT (IN)	TEMPERATURE	TIME WORKED	START	STOP										BEGIN	END	HRS
						1582	Ford F250 Pickup	10.50	-								10.50			-
						16A007	F600	10.50	-								10.50			-
						12510	Level	10.50	-								10.50			-
						13716	Pipe Saw	10.50	-								10.50			-
						9494	Laser	10.50	-								10.50			-
						5610	Conex Box	10.50	-								10.50			-
						5215	20' Trailer	10.50	-								10.50			-
						11619	Centrifugal Pump	10.50	-								10.50			-
						11654	Diaphragm Pump	10.50	-								10.50			-
						13816	Trench Box 8'	10.50	-								10.50			-
						13819	Trench Box 16'	10.50	-								10.50			-
						13910	Material Box	10.50	-								10.50			-
						13461	Tamp	10.50	-								10.50			-
1						2244	303.5 Cat	-	-								-			-
2						8593	Pothole Machine	10.50	-								10.50			-
3						2408	926 Cat	10.50	-								10.50			-
4						2393	308 Cat	10.50	-								10.50			-
5																	-			-
6																	-			-
7																	-			-
8																	-			-
9																	-			-
10																	-			-
11																	-			-
12																	-			-
13																	-			-
14																	-			-
15																	-			-

REMARKS | SPECIAL INSTRUCTIONS | VISITORS TO PROJECT SITE

We had to tear out asphalt in roadway. Found sinkhole underneath asphalt and we excavated down. Found a old concrete sewer service line that was taking on water and dirt. We traced it back to sewer main and disconnected it to remove pipe. Concreted up around tee and sealed it off. Removed all of service pipe for old service. Let concrete set up and backfilled around pipe with sand. Backfilled roadway with 6/10 limestone. Dressed up area and made sure everything was cleaned up. Made sure everything was set up for the night.

THIS WORKING SITE HAS BEEN INSPECTED THIS DAY AND NO APPARENT SAFETY HAZARDS EXIST.

ALL HEAVY EQUIPMENT HAS BEEN INSPECTED AND IS IN GOOD OPERATING ORDER

KENNETH MCCARDLE

FOREMAN

55822

Work Order ~~57986~~ – First Baptist Church

<u>Line Item #</u>	<u>QTY</u>	<u>Unit</u>	<u>DESCRIPTION OF WORK</u>	<u>UNIT PRICE</u>	<u>TOTAL</u>
1	2.5	HR	Superintendent	\$107.00	\$267.50
2	5	HR	Foreman	\$96.81	\$484.05
3	5	HR	Trackhoe & Operator (308)	\$117.19	\$585.95
4	5	HR	Front End Loader & Operator	\$132.47	\$662.35
5	5	HR	Pipelayer	\$45.86	\$229.30
6	5	HR	Laborer	\$38.72	\$193.60
7	5	HR	Pickup Truck	\$22.42	\$112.10
8	5	HR	Flatbed Truck	\$19.36	\$96.80
9	5	HR	Small Incidental Tools	\$15.29	\$76.45
10	5	HR	Vacuum Excavator	\$81.52	\$407.60
TOTAL AMOUNT DUE					\$3,115.70

Fire hydrant repair at 175 Boyce Thompson Drive
First Baptist Church Brandon

Invoice #: H24192-06-55822

GL Code: 400-673-637
Funding: WSOM



Work Order #: 55822

Work Order Date: 11/18/24

Work Type:

Priority:

Status: Open

Prepared By: Debora Weathers

Type of Work Order: Assigned Work Order (During Reg Hours)

Request Type: Water - Hydrant Maintenance/Repair

Date Requested: 11/18/2024

Name:

Service Address or Request Location: 175 Boyce Thompson Dr

Phone Number: 601-825-6756

Email Address:

Reported By:

Department: Water

Ward:

Nature of Request: customer came in and reported that the fire hydrant is still leaking

Scheduled Completion Date:

Date Work Order Completed:

Work Order Completed By:

Scope of Work Completed:

Locate Number If Necessary:

Additional Information:

Concrete Repair Required/Details:

Sod/Yard Restoration Required/Details:

Asphalt Repair Required/Details:

Invoice & Cost Information:

Meter Deposit Amount:

Tap Fee Amount:

Status: OPEN

Notes

03/10/2025 Hemphill Construction was called to look at the fire hydrant to repair a possible leak at the base of the hydrant or on the main line.

Hemphill Construction Company went to the site on 3/10/2025. Dug down on hydrant and found the weep holes were leaking. Worked hydrant to try to get them to stop. City decided that since it is new hydrant to get Greg Roberts to try to make repairs on the hydrant itself.

Carly Beth Dearman

JOB NO:

H24192-

PROJECT:

Brandon Maintenance

DATE:

3/10/2025

DAY OF WEEK:

MONDAY

ACCIDENTS:

INCIDENTS:

YES

x

NO

CONFIRMATION

HEMPHILL

CONCRETE

FLUENCE MS SINCE 1987

SUPERINTENDENT:

Chad Phelps

REVIEWED:

BK

	NAME	EMP. #	CLASS	ABSENCE	TOTAL HOURS / OTHER FOREMAN	010001-	010001-									TOTAL	PENETROMETER
1	KENNETH MCCARDLE	2611	FOREMAN			6.00	5.00									11.00	A.M. _____
2	JOSEPH WELBORN	1641	Pipelayer			6.00	5.00									11.00	READING _____
3	BARRET ABRAMS	2930	Trackhoe			6.00	5.00									11.00	SOIL TYPE _____
4	CHARLES SHOULDERS	2865	Loader			6.00	5.00									11.00	LOCATION _____
5	CEDRIC HYDE	3377	Labor			6.00	5.00									11.00	_____
6																-	P.M. _____
7																-	READING _____
8																-	SOIL TYPE _____
9																-	LOCATION _____
10																-	
11																-	
12																-	
13																-	
14																-	
15																-	

TEMP LABOR	EMPLOYER	POTENTIAL HIRE? Y/N	010001-	010001-												
1																-
2																-

DAILY WORK REPORT			EQUIP. #	EQUIP DESCRIPTION	010001-	010001-										TOTAL	EQ ODOMETER READINGS		
WORK DAY (Y/N)	WEATHER	FAIR	CLOUDY	RAIN AMOUNT (IN)	TEMPERATURE	TIME WORKED	START	STOP									BEGIN	END	HRS
						1582			Ford F250 Pickup	6.00	5.00					11.00			-
						16A007			F600	6.00	5.00					11.00			-
						12510			Level	6.00	5.00					11.00			-
						13716			Pipe Saw	6.00	5.00					11.00			-
						9494			Laser	6.00	5.00					11.00			-
						5610			Conex Box	6.00	5.00					11.00			-
						5215			20' Trailer	6.00	5.00					11.00			-
						11619			Centrifugal Pump	6.00	5.00					11.00			-
						11654			Diaphragm Pump	6.00	5.00					11.00			-
						13816			Trench Box 8'	6.00	5.00					11.00			-
						13819			Trench Box 16'	6.00	5.00					11.00			-
						13910			Material Box	6.00	5.00					11.00			-
						13461			Tamp	6.00	5.00					11.00			-
1						2244			303.5 Cat	6.00	5.00					11.00			
2						8593			Pothole Machine	6.00	5.00					11.00			
3						2408			926 Cat	6.00	5.00					11.00			
4						2393			308 Cat	-	-					-			
5																-			
6																-			
7																-			
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14																-			
15																-			

REMARKS | SPECIAL INSTRUCTIONS | VISITORS TO PROJECT SITE

We had to go to 105 Deborah to investigate a fire hydrant leaking. Waited on locate. Started washing down on hydrant and utilities. Found the flange on hydrant leaking so had city come out to look at it. They decided to replace it and install a new 6" valve. We installed safety fence around area but they had to get PO to get parts so we went to another spot to look at another hydrant leaking at Brandon First Baptist church on Boyce Thompson Dr. We started washing down trying to find where leak came off of hydrant. Found it and washed down on hydrant. Found the weep holes were leaking, tried to work hydrant to get them to stop. They decided since it was newer they would get someone to repair hydrant. So we backfilled our excavations and dressed up area. Made sure everything was safed up for the night.

THIS WORKING SITE HAS BEEN INSPECTED THIS DAY AND NO APPARENT SAFETY HAZARDS EXIST.

ALL HEAVY EQUIPMENT HAS BEEN INSPECTED AND IS IN GOOD OPERATING ORDER

KENNETH MCCARDLE

FOREMAN

<u>Line Item #</u>	<u>QTY</u>	<u>Unit</u>	<u>DESCRIPTION OF WORK</u>	<u>UNIT PRICE</u>	<u>TOTAL</u>
1	8	HR	Superintendent	\$107.00	\$856.00
2	16.5	HR	Foreman	\$96.81	\$1,597.37
3	16.5	HR	Trackhoe & Operator (308)	\$117.19	\$1,933.64
4	16.5	HR	Front End Loader & Operator	\$132.47	\$2,185.76
5	16.5	HR	Pipelayer	\$45.86	\$756.69
6	16.5	HR	Laborer	\$38.72	\$638.88
7	16.5 16.55	HR	Pickup Truck	\$22.42	\$371.05 369.93
8	16.5	HR	Flatbed Truck	\$19.36	\$319.44
9	16.5	HR	Small Incidental Tools	\$15.29	\$252.29
10	16.5	HR	Vacuum Excavator	\$81.52	\$1,345.08
TOTAL AMOUNT DUE					\$10,256.18

\$10,255.06

Replaced fire hydrant near 105 Deborah Drive
Fire hydrant was leaking and could not be repaired.

Invoice #: H24192-06-57489

GL Code: 400-673-637

Funding: WSOM



Work Order #: 57489

Work Order Date: 03/12/25

Work Type:

Priority:

Status: Complete

Prepared By: Lori Sarver

Type of Work Order:

Request Type: Water - Hydrant Replacement

Date Requested: 03/12/2025

Name:

Service Address or 105 Deborah Drive

Request Location:

Phone Number:

Email Address:

Reported By: Hollan

Department: Water

Ward:

Nature of Request: Fire hydrant needs to be replaced

Scheduled Completion

Date:

Date Work Order 03/12/2025

Completed:

Work Order Completed Hemphill Construction Company

By:

Scope of Work Replace hydrant (4ft bury) - parts purchased from Consolidated Pipe - removed old

Completed: hydrant. Installed new hydrant and 6" valve on tee at main. Blocked up valve and hydrant. Backfilled and dressed up area.

Locate Number If

Necessary:

Additional Information: **3/12/25 water is being turned off at 12pm for work | email sent to Protel | outage expected for 2 hours - LSarver

Concrete Repair

Required/Details:

Sod/Yard Restoration

Required/Details:

Asphalt Repair

Required/Details:

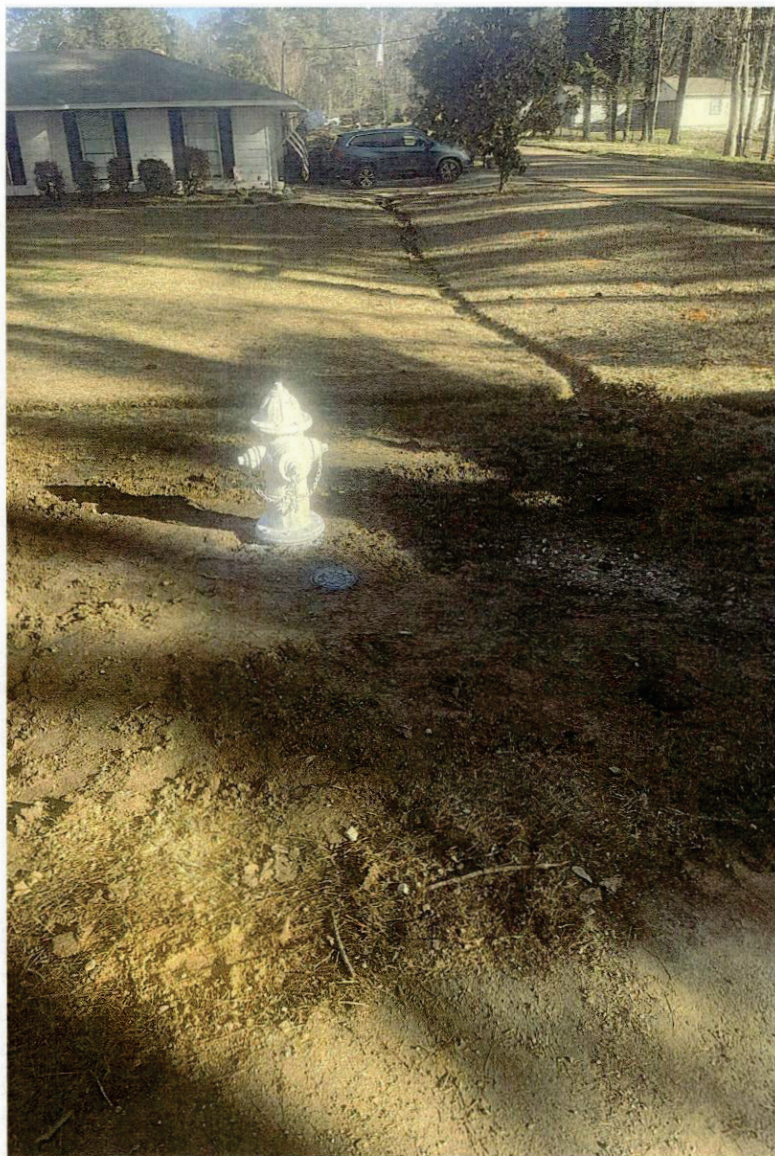
Invoice & Cost

Information:

Meter Deposit Amount:

Tap Fee Amount:

Status:



JOB NO: H24192-

PROJECT: Brandon Maintenance

DATE: 3/10/2025

DAY OF WEEK: MONDAY



ACCIDENTS: YES ☐ NO ☒

INCIDENTS: YES ☐ NO ☒

SUPERINTENDENT: Chad Phelps

REVIEWED: BK

	NAME	EMP. #	CLASS	ABSENCE	TOTAL HOURS / OTHER FOREMAN	010001-	010001-										TOTAL	PENETROMETER
1	KENNETH MCCARDLE	2611	FOREMAN			6.00	5.00										11.00	A.M.
2	JOSEPH WELBORN	1641	Pipelayer			6.00	5.00										11.00	READING
3	BARRET ABRAMS	2930	Trackhoe			6.00	5.00										11.00	SOIL TYPE
4	CHARLES SHOULDERS	2865	Loader			6.00	5.00										11.00	LOCATION
5	CEDRIC HYDE	3377	Labor			6.00	5.00										11.00	
6																	-	P.M.
7																	-	READING
8																	-	SOIL TYPE
9																	-	LOCATION
10																	-	
11																	-	
12																	-	
13																	-	
14																	-	
15																	-	

TEMP LABOR	EMPLOYER	POTENTIAL HIRE? Y/N	010001-	010001-													
1																	-
2																	-

DAILY WORK REPORT			EQUIP. #	EQUIP DESCRIPTION	010001-												TOTAL	EQ ODOMETER READINGS		
																		BEGIN	END	HRS
WORK DAY (Y/N)			1582	Ford F250 Pickup	6.00	5.00											11.00			-
WEATHER			16A007	F600	6.00	5.00											11.00			-
FAIR			12510	Level	6.00	5.00											11.00			-
CLOUDY			13716	Pipe Saw	6.00	5.00											11.00			-
RAIN AMOUNT (IN)			9494	Laser	6.00	5.00											11.00			-
TEMPERATURE			5610	Conex Box	6.00	5.00											11.00			-
TIME WORKED			5215	20' Trailer	6.00	5.00											11.00			-
MORNING			11619	Centrifugal Pump	6.00	5.00											11.00			-
AFTERNOON			11654	Diaphragm Pump	6.00	5.00											11.00			-
NIGHT			13816	Trench Box 8'	6.00	5.00											11.00			-
TOTAL HRS FOR DAY			13819	Trench Box 16'	6.00	5.00											11.00			-
WORK COMPLETED			13910	Material Box	6.00	5.00											11.00			-
PHASE			13461	Tamp	6.00	5.00											11.00			-
1			2244	303.5 Cat	6.00	5.00											11.00			
2			8593	Pothole Machine	6.00	5.00											11.00			
3			2408	926 Cat	6.00	5.00											11.00			
4			2393	308 Cat	-	-											-			
5																	-			
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14																	-			
15																	-			

REMARKS | SPECIAL INSTRUCTIONS | VISITORS TO PROJECT SITE

We had to go to 305 Deborah to investigate a fire hydrant leaking. Waited on locate. Started washing down on hydrant and utilities. Found the flange on hydrant leaking so had city come out to look at it. They decided to replace it and install a new 6" valve. We installed safety fence around area but they had to get PO to get parts so we went to another spot to look at another hydrant leaking at Brandon First Baptist church on Boyce Thompson Dr. We started washing down trying to find where log came off of hydrant. Found it and washed down on hydrant. Found the weep holes were leaking. tried to work hydrant to get them to stop. They decided since it was newer they would get someone to repair hydrant. So we backfilled our excavations and dressed up area. Made sure everything was safed up for the night.

THIS WORKING SITE HAS BEEN INSPECTED THIS DAY AND NO APPARENT SAFETY HAZARDS EXIST.

ALL HEAVY EQUIPMENT HAS BEEN INSPECTED AND IS IN GOOD OPERATING ORDER

KENNETH MCCARDLE

FOREMAN

JOB NO:

H24192-

PROJECT:

Brandon Maintenance

DATE:

3/12/2025

DAY OF WEEK:

WEDNESDAY

ACCIDENTS:YES

x

NO

INCIDENTS:YES

x

NO

SUPERINTENDENT:

Chad Phelps

REVIEWED:

BK

HEMPHILL

CONSTRUCTION

COMPANY

EST. 1983

100010

	NAME	EMP. #	CLASS	ABSENCE	TOTAL HOURS / OTHER FOREMAN												TOTAL	PENETROMETER
1	KENNETH MCCARDLE	2611	FOREMAN			10.50											10.50	A.M.
2	JOSEPH WELBORN	1641	Pipelayer			10.50											10.50	READING
3	BARRET ABRAMS	2930	Trackhoe			10.50											10.50	SOIL TYPE
4	CHARLES SHOULDERS	2865	Loader			10.50											10.50	LOCATION
5	CEDRIC HYDE	3377	Labor			10.50											10.50	
6																	-	P.M.
7																	-	READING
8																	-	SOIL TYPE
9																	-	LOCATION
10																	-	
11																	-	
12																	-	
13																	-	
14																	-	
15																	-	

TEMP LABOR	EMPLOYER	POTENTIAL HIRE? Y/N	010001-															
1																		-
2																		-
																		-

DAILY WORK REPORT			EQUIP. #	EQUIP DESCRIPTION	010001-												TOTAL	EG. ODOMETER READINGS		
WORK DAY (Y/N)				1582	Ford F250 Pickup	10.50											10.50	BEGIN	END	HRS
WEATHER				16A007	F600	10.50											10.50			-
FAIR				12510	Level	10.50											10.50			-
CLOUDY				13716	Pipe Saw	10.50											10.50			-
RAIN AMOUNT (IN)				9494	Laser	10.50											10.50			-
TEMPERATURE				5610	Conex Box	10.50											10.50			-
TIME WORKED	START	STOP		5215	20' Trailer	10.50											10.50			-
MORNING				11619	Centrifugal Pump	10.50											10.50			-
AFTERNOON				11654	Diaphragm Pump	10.50											10.50			-
NIGHT				13816	Trench Box 8'	10.50											10.50			-
TOTAL HRS FOR DAY				13819	Trench Box 16'	10.50											10.50			-
WORK COMPLETED				13910	Material Box	10.50											10.50			-
PHASE	QUANTITY	UNITS		13461	Tamp	10.50											10.50			-
1				2244	303.5 Cat	10.50											10.50			-
2				8593	Pothole Machine	10.50											10.50			-
3				2408	926 Cat	10.50											10.50			-
4				2393	308 Cat	-											-			-
5																	-			-
6																	-			-
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14																	-			-
14																	-			-
14																	-			-
15																	-			-

REMARKS | SPECIAL INSTRUCTIONS | VISITORS TO PROJECT SITE

THIS WORKING SITE HAS BEEN INSPECTED THIS DAY AND NO APPARENT SAFETY HAZARDS EXIST.

ALL HEAVY EQUIPMENT HAS BEEN INSPECTED AND IS IN GOOD OPERATING ORDER

KENNETH MCCARDLE

FOREMAN

Had to excavate around fire hydrant at 105 Deborah Dr. Cleaned off around pipe to prep for new hydrant and valve. City came to shut water off at 12:00PM. We cut 6" pipe and drained main, and removed old hydrant. Installed new 6" valve on tee of main, and installed new hydrant on valve. Made sure sure to block up valve and hydrant. Installed thrust block behind hydrant and put wash gravel around hydrant weep holes. Turned water back on and checked for leaks. Backfilled around pipe with sand and installed valve box to grade. Dressed up area and hauled off old materials. Made sure everything was cleaned up and safed up. Moved equipment back to city yard.

Work Order 57981 – Planet Fitness

<u>Line Item #</u>	<u>QTY</u>	<u>Unit</u>	<u>DESCRIPTION OF WORK</u>	<u>UNIT PRICE</u>	<u>TOTAL</u>
1	6	HR	Superintendent	\$107.00	\$642.00
2	10.5	HR	Foreman	\$96.81	\$1,016.51
3	10.5	HR	Trackhoe & Operator (308)	\$117.19	\$1,230.50
4	10.5	HR	Front End Loader & Operator	\$132.47	\$1,390.94
5	10.5	HR	Pipelayer	\$45.86	\$481.53
6	10.5	HR	Laborer	\$38.72	\$406.56
7	10.5	HR	Pickup Truck	\$22.42	\$235.41
8	10.5	HR	Flatbed Truck	\$19.36	\$203.28
9	10.5	HR	Small Incidental Tools	\$15.29	\$160.55
10	10.5	HR	Vacuum Excavator	\$81.52	\$855.96
TOTAL AMOUNT DUE					\$6,623.22

water leak repair behind 1564 West Government St
(OEC)

Invoice #: H24192-06-57981

GL Code: 400-673-637

Funding: WSOM



Work Order #: 57981

Work Order Date: 03/04/25

Work Type:

Priority:

Status: Complete

Prepared By: Carly Dearman

Type of Work Order: Assigned Work Order (During Reg Hours)

Request Type: Water - Leak

Date Requested:

Name: Randy Barnes with Comm Dev

Service Address or 1564 West Government Street (OEC)

Request Location:

Phone Number:

Email Address:

Reported By: Randy Barnes (via text)

Department: Water

Ward:

Nature of Request: water leak at valve behind business

Scheduled Completion

Date:

Date Work Order 03/11/2025

Completed:

Work Order Completed Hemphill Construction Company

By:

Scope of Work leak repaired at 10:00pm at night due to potential water outage at businesses. Saw cut and

Completed: jackhammered concrete away from water valve. Leak was on the service line going to OEC between a hand valve and ball valve. Installed a new valve and section of 2" poly. Backfilled area

Locate Number If

Necessary:

Additional

Information:

Concrete Repair

Required/Details:

Sod/Yard Restoration

Required/Details:

Asphalt Repair

Required/Details:

Invoice & Cost

Information:

Meter Deposit Amount:

Tap Fee Amount:





JOB NO: H24192-				ACCIDENTS: ☐ YES ☒ NO	
PROJECT: Brandon Maintenance				INCIDENTS: ☐ YES ☒ NO	
DATE: 3/11/2025				SUPERINTENDENT: Chad Phelps	
DAY OF WEEK: TUESDAY				REVIEWED: BK	

				TOTAL HOURS / OTHER		010001-														TOTAL		PENETROMETER	
NAME	EMP. #	CLASS	ABSENCE																				
1 KENNETH MCCARDLE	2611	FOREMAN				10.50														10.50		A.M.	
2 JOSEPH WELBORN	1641	Pipelayer				10.50														10.50		READING	
3 BARRET ABRAMS	2930	Trackhoe				10.50														10.50		SOIL TYPE	
4 CHARLES SHOULDERS	2865	Loader				10.50														10.50		LOCATION	
5 CEDRIC HYDE	3377	Labor				10.50														10.50			
6																				-		P.M.	
7																				-		READING	
8																				-		SOIL TYPE	
9																				-		LOCATION	
10																				-			
11																				-			
12																				-			
13																				-			
14																				-			
15																				-			

TEMP LABOR		EMPLOYER		POTENTIAL HIRE? Y/N		010001-																	
1																							
2																							

DAILY WORK REPORT				EQUIP. #		EQUIP DESCRIPTION		010001-														TOTAL		EQ GDOOMETER READINGS					
WORK DAY (Y/N)																								BEGIN		END		HRS	
WEATHER						1582 Ford F250 Pickup		10.50														10.50							
FAIR						16A007 F600		10.50														10.50							
CLOUDY						12510 Level		10.50														10.50							
RAIN AMOUNT (IN)						13716 Pipe Saw		10.50														10.50							
TEMPERATURE						9494 Laser		10.50														10.50							
TIME WORKED				START STOP		5215 20' Trailer		10.50														10.50							
MORNING						11619 Centrifugal Pump		10.50														10.50							
AFTERNOON						11654 Diaphragm Pump		10.50														10.50							
NIGHT						13816 Trench Box 8'		10.50														10.50							
TOTAL HRS FOR DAY						13819 Trench Box 16'		10.50														10.50							
WORK COMPLETED						13910 Material Box		10.50														10.50							
PHASE				QUANTITY UNITS		13461 Tamp		10.50														10.50							
1						2244 303.5 Cat		10.50																					
2						8593 Pothole Machine		10.50														10.50							
3						2408 926 Cat		10.50														10.50							
4						2393 308 Cat		-														-							
5																						-							
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15																						-							

REMARKS | SPECIAL INSTRUCTIONS | VISITORS TO PROJECT SITE

Came in at 10:00 Am to work on a water leak at night behind shopping center of Ollie's, Planet Fitness and OEC restaurant. Saw cut concrete drive behind loading dock. Removed concrete with jackhammer we borrowed from the city. Hauled off concrete with loader. Used pothole machine to wash down on 2" valve to see where it was leaking at. Found leak between a hand valve and a ball valve where it was cracked. We cleaned it off and had to chip off concrete they had around pipe. Dropped area and pipe for repair. They killed water at 6:00PM so we cut out bad section of pipe and old valves. Installed a new valve and installed 2" poly to eliminate 30k on pvc line. Tied back into PVC with compression coupling with a straight piece of 2" poly. Made sure everything was tight and turned water back on. Checked for leaks. Blocked underneath valve for pipe and valve box. Backfilled around pipe with sand. Finished backfilling excavation with 6/10 Limestone for concrete drive. Made sure everything was sealed up for the night.

☒ THIS WORKING SITE HAS BEEN INSPECTED THIS DAY AND NO APPARENT SAFETY HAZARDS EXIST.

☒ ALL HEAVY EQUIPMENT HAS BEEN INSPECTED AND IS IN GOOD OPERATING ORDER

KENNETH MCCARDLE

FOREMAN

<u>Line Item #</u>	<u>QTY</u>	<u>Unit</u>	<u>DESCRIPTION OF WORK</u>	<u>UNIT PRICE</u>	<u>TOTAL</u>
1	4.5	HR	Superintendent	\$107.00	\$481.50
2	9	HR	Foreman	\$96.81	\$871.29
3	9	HR	Trackhoe & Operator (308)	\$117.19	\$1,054.71
4	9	HR	Front End Loader & Operator	\$132.47	\$1,192.23
5	9	HR	Pipelayer	\$45.86	\$412.74
6	9	HR	Laborer	\$38.72	\$348.48
7	9	HR	Pickup Truck	\$22.42	\$201.78
8	9	HR	Flatbed Truck	\$19.36	\$174.24
9	9	HR	Small Incidental Tools	\$15.29	\$137.61
10	9	HR	Vacuum Excavator	\$81.52	\$733.68
TOTAL AMOUNT DUE					\$5,608.26

water leak repair near 101 Kathryn Drive

Invoice #: H24192-06-57379

GL Code: 400-673-637

Funding: WSOM



Work Order #: 57379

Work Order Date: 03/05/25

Work Type:

Priority:

Status: Complete

Prepared By: Sheron Mayers

Type of Work Order: Assigned Work Order (During Reg Hours)

Request Type: Water - Leak

Date Requested: 03/03/2025

Name: Mckinley Williams

Service Address or Request 101 Kathryn Drive

Location:

Phone Number: 662-571-8063

Email Address:

Reported By: Protel Call 3/3/2025 at 3:05pm

Department:

Ward:

Nature of Request: check for leak

Scheduled Completion Date:

Date Work Order Completed: 03/14/2025

Work Order Completed By: Hemphill Construction Company

Scope of Work Completed: Leak on 3 inch main at coupler. Replaced bad section of 3" water main and used two 3" Hymax couplings to connect. Bedded pipe and backfilled.

Locate Number If Necessary:

Additional Information:

Concrete Repair

Required/Details:

Sod/Yard Restoration

Required/Details:

Asphalt Repair

Required/Details:

Invoice & Cost Information:

Meter Deposit Amount:

Tap Fee Amount:

Status:

Notes

03/06/2025 Protel Call 3/6/2025 at 9:12am. Checking the status of a water leak would like a call back.

Employee Cost: \$0.00
Equipment Cost: \$0.00





JOB NO: H24192-

PROJECT: Brandon Maintenance

DATE: 3/14/2025

DAY OF WEEK: FRIDAY

ACCIDENTS: ☐ YES ☒ NO

INCIDENTS: YES ☒ NO

SUPERINTENDENT: Chad Phelps

REVIEWED: BK

[illegible][illegible]

DAILY WORK REPORT				EQ ODOMETER READINGS													
				EQUIP. #	EQUIP DESCRIPTION	O10001-								TOTAL	BEGIN	END	HRS
WORK DAY (Y/N)				1582	Ford F250 Pickup	9.00								9.00			-
WEATHER				16A007	F600	9.00								9.00			-
FAIR				12510	Level	9.00								9.00			-
CLOUDY				13716	Pipe Saw	9.00								9.00			-
RAIN AMOUNT (IN)				9494	Laser	9.00								9.00			-
TEMPERATURE				5610	Conex Box	9.00								9.00			-
TIME WORKED				START	STOP	5215	20' Trailer	9.00						9.00			-
MORNING						11619	Centrifugal Pump	9.00						9.00			-
AFTERNOON						11654	Diaphragm Pump	9.00						9.00			-
NIGHT						13816	Trench Box 8'	9.00						9.00			-
TOTAL HRS FOR DAY						13819	Trench Box 16'	9.00						9.00			-
WORK COMPLETED						13910	Material Box	9.00						9.00			-
PHASE				QUANTITY	UNITS	13461	Tamp	9.00						9.00			-

[illegible]

REMARKS | SPECIAL INSTRUCTIONS | VISITORS TO PROJECT SITE

☒	THIS WORKING SITE HAS BEEN INSPECTED THIS DAY AND NO APPARENT SAFETY HAZARDS EXIST.
☒	ALL HEAVY EQUIPMENT HAS BEEN INSPECTED AND IS IN GOOD OPERATING ORDER

KENNETH MCCARDLE
FOREMAN

Work Order 57102 – 62 Sagewood

<u>Line Item #</u>	<u>QTY</u>	<u>Unit</u>	<u>DESCRIPTION OF WORK</u>	<u>UNIT PRICE</u>	<u>TOTAL</u>
1	6	HR	Superintendent	\$107.00	\$642.00
2	10.5	HR	Foreman	\$96.81	\$1,016.51
3	10.5	HR	Trackhoe & Operator (308)	\$117.19	\$1,230.50
4	10.5	HR	Front End Loader & Operator	\$132.47	\$1,390.94
5	10.5	HR	Pipelayer	\$45.86	\$481.53
6	10.5	HR	Laborer	\$38.72	\$406.56
7	10.5	HR	Pickup Truck	\$22.42	\$235.41
8	10.5	HR	Flatbed Truck	\$19.36	\$203.28
9	10.5	HR	Small Incidental Tools	\$15.29	\$160.55
10	10.5	HR	Vacuum Excavator	\$81.52	\$855.96
TOTAL AMOUNT DUE					\$6,623.22

Sewer point repair - 62 Sagewood Cove

Invoice #: H24192-06-57102

GL Code: 400-680-637

Funding: WSOM



Work Order #: 57102

Work Order Date: 02/13/25

Work Type:

Priority:

Status: Complete

Prepared By: Lori Sarver

Type of Work Order: Assigned Work Order (During Reg Hours)

Request Type: Sewer - Backup

Date Requested: 02/13/2025

Name: Jon Niskala

Service Address or 62 Sagewood Cove

Request Location:

Phone Number: 6016722960

Email Address: jdnisky@comcast.net

Reported By: Request #777024703 5:29am

Department: Sewer

Ward:

Nature of Request: See If I have a blockage at the street. In all the rain yesterday my cleanout overflowed. Not sure if it was because of all the rain. I ran a bladder thru it and it went past the curb with no problem. Thanks

Scheduled Completion

Date:

Date Work Order 03/13/2025

Completed:

Work Order Completed Hemphill Construction Company

By:

Scope of Work Roots had grown into the sewer tap. Replaced pipe and reconnected at tap where damage

Completed: had occurred. Bedded pipe and backfilled area.

Locate Number If

Necessary:

Additional Information:

Concrete Repair

Required/Details:

Sod/Yard Restoration Will need yard restoration

Required/Details:

Asphalt Repair

Required/Details:

Invoice & Cost

Information:

Meter Deposit Amount:

Tap Fee Amount:

Status:





Work Order 55977 – 104 The Hills

<u>Line Item #</u>	<u>QTY</u>	<u>Unit</u>	<u>DESCRIPTION OF WORK</u>	<u>UNIT PRICE</u>	<u>TOTAL</u>
1	11	HR	Superintendent	\$107.00	\$1,177.00
2	21.5	HR	Foreman	\$96.81	\$2,081.42
3	21.5	HR	Trackhoe & Operator (308)	\$117.19	\$2,519.59
4	21.5	HR	Front End Loader & Operator	\$132.47	\$2,848.11
5	21.5	HR	Pipelayer	\$45.86	\$985.99
6	21.5	HR	Laborer	\$38.72	\$832.48
7	21.5	HR	Pickup Truck	\$22.42	\$482.03
8	21.5	HR	Flatbed Truck	\$19.36	\$416.24
9	21.5	HR	Small Incidental Tools	\$15.29	\$328.74
10	21.5	HR	Vacuum Excavator	\$81.52	\$1,752.68
TOTAL AMOUNT DUE					\$13,424.26

water leak repair on main valve near 104 The Hills

Invoice #: H24192-06-55977

GL Code: 400-673-637

Funding: WSOM



Work Order #: 55977

Work Order Date: 11/25/24

Work Type:

Priority:

Status: Complete

Prepared By: Sheron Mayers

Type of Work Order: Assigned Work Order (During Reg Hours)

Request Type: Water - Leak

Date Requested: 11/25/2024

Name: Dennis Basden

Service Address or Request 104 The Hills Drive

Location:

Phone Number: 601-342-8160

Email Address:

Reported By: Protel Call

Department:

Ward:

Nature of Request: 11/25/2024 at 8:37am wants to report a water leak at the front of his property. Please send a tech out to investigate.

Scheduled Completion Date:

Date Work Order Completed: 03/18/2025

Work Order Completed By: Hemphill Construction Company

Scope of Work Completed: Leaking 6 inch valve replaced. Installed new valve on tee, and 3ft of pipe and sleeved back together. Blocked up valve. Bedded and backfilled.

Locate Number If Necessary:

Additional Information: Leak is under big power line.

Concrete Repair

Required/Details:

Sod/Yard Restoration

Required/Details:

Asphalt Repair

Required/Details:

Invoice & Cost Information:

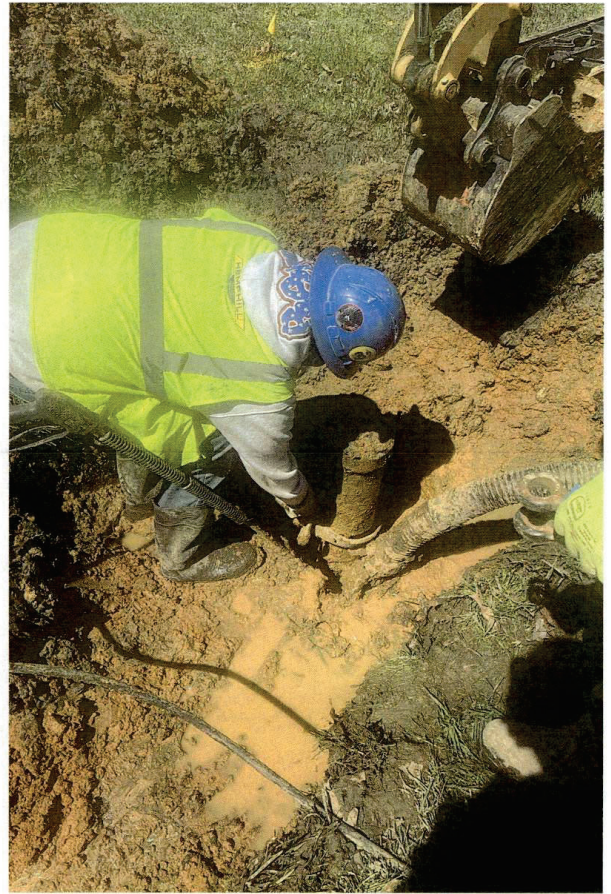
Meter Deposit Amount:

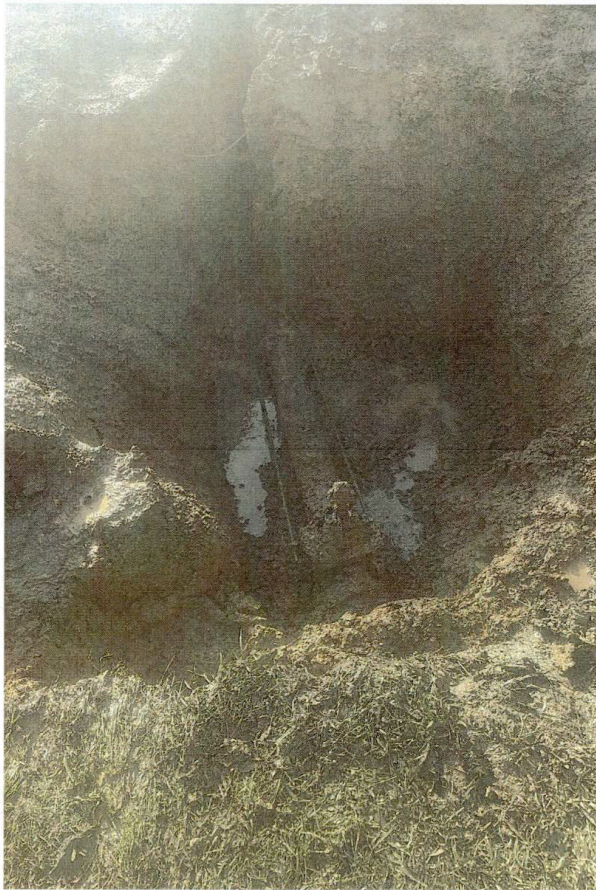
Tap Fee Amount:

Status: OPEN

Notes

03/12/2025 Protel Call 3/12/2025 at 11:44am. Caller states there is leak with the meter near the electrical box, and the yard at the bottom stays wet . He is unable to tend to his yard. Caller states he has called several times and no one has come out.





JOB NO: H24192-

PROJECT: Brandon Maintenance

DATE: 3/17/2025

DAY OF WEEK: MONDAY



ACCIDENTS: YES ☒ NO

INCIDENTS: YES ☒ NO

SUPERINTENDENT: Chad Phelps

REVIEWED: BK

NAME					EMP. #	CLASS	ABSENCE	TOTAL HOURS / OTHER FOREMAN	010001-										TOTAL	PENETROMETER
1	KENNETH MCCARDLE	2611	FOREMAN						10.50										10.50	A.M.
2	JOSEPH WELBORN	1641	Pipelayer						10.50										10.50	READING
3	BARRET ABRAMS	2930	Trackhoe						10.50										10.50	SOIL TYPE
4	CHARLES SHOULDERS	2865	Loader						10.50										10.50	LOCATION
5	CEDRIC HYDE	3377	Labor						10.50										10.50	
6																			-	P.M.
7																			-	READING
8																			-	SOIL TYPE
9																			-	LOCATION
10																			-	
11																			-	
12																			-	
13																			-	
14																			-	
15																			-	

TEMP LABOR	EMPLOYER	POTENTIAL HIRE? Y/N	010001-																	
1																				
2																				

DAILY WORK REPORT			EQUIP. #	EQUIP DESCRIPTION	010001-														TOTAL	EQ ODOMETER READINGS		
WORK DAY (Y/N)	WEATHER	FAIR	CLOUDY	RAIN AMOUNT (IN)	TEMPERATURE	TIME WORKED	START	STOP												BEGIN	END	HRS
									1582	Ford F250 Pickup	10.50								10.50			-
									16A007	F600	10.50								10.50			-
									12510	Level	10.50								10.50			-
									13716	Pipe Saw	10.50								10.50			-
									9494	Laser	10.50								10.50			-
									5610	Conex Box	10.50								10.50			-
									5215	20' Trailer	10.50								10.50			-
									11619	Centrifugal Pump	10.50								10.50			-
									11654	Diaphragm Pump	10.50								10.50			-
									13816	Trench Box 8'	10.50								10.50			-
									13819	Trench Box 16'	10.50								10.50			-
									13910	Material Box	10.50								10.50			-
									13461	Tamp	10.50								10.50			-
1									2244	303.5 Cat	10.50								10.50			-
2									8593	Pothole Machine	10.50								10.50			-
3									2408	926 Cat	10.50								10.50			-
4									2393	308 Cat	-								-			-
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REMARKS | SPECIAL INSTRUCTIONS | VISITORS TO PROJECT SITE

Had to investigate a water leak at 104 The Hills Dr. We potholed down and found a 10" main coming under road out of casing pipe. Also found the 6" main running parallel with the road. Continued looking for leak and while excavating top off of 6" main we found a valve box buried underneath ground and it was leaking on valve. Supposedly the valve is broke shut and it leaking out the top beside out. We cleaned off pipe and around valve and found where it was 90 bend going back to tie into 10" main. We proposed excavation for replacement of valve the next day when city could shut off water. Made sure everything was safed up for the night and installed safety fence around area.

☒ THIS WORKING SITE HAS BEEN INSPECTED THIS DAY AND NO APPARENT SAFETY HAZARDS EXIST.
☒ ALL HEAVY EQUIPMENT HAS BEEN INSPECTED AND IS IN GOOD OPERATING ORDER

KENNETH MCCARDLE
FOREMAN

Work Order 57361 – 88 Fern Valley

<u>Line Item #</u>	<u>QTY</u>	<u>Unit</u>	<u>DESCRIPTION OF WORK</u>	<u>UNIT PRICE</u>	<u>TOTAL</u>
1	5.5	HR	Superintendent	\$107.00	\$588.50
2	11	HR	Foreman	\$96.81	\$1,064.91
3	11	HR	Trackhoe & Operator (308)	\$117.19	\$1,289.09
4	11	HR	Front End Loader & Operator	\$132.47	\$1,457.17
5	11	HR	Pipelayer	\$45.86	\$504.46
6	11	HR	Laborer	\$38.72	\$425.92
7	11	HR	Pickup Truck	\$22.42	\$246.62
8	11	HR	Flatbed Truck	\$19.36	\$212.96
9	11	HR	Small Incidental Tools	\$15.29	\$168.19
10	11	HR	Vacuum Excavator	\$81.52	\$896.72
TOTAL AMOUNT DUE					\$6,854.54

Water leak investigation

Invoice #: H24192-06-57361

GL Code: 400-673-637

Funding: WSOM



Work Order #: 57361

Work Order Date: 03/04/25

Work Type:

Priority:

Status: Complete

Prepared By: Barry Cutrer

Type of Work Order:

Request Type: Water - Leak

Date Requested: 03/03/2025

Name: Trever Tornabene

Service Address or Request Corner of Woodgate Drive & Fern Valley Road (Mr. Tornabene resides @ 88 Fern

Location: Valley Road)

Phone Number: 601-376-7110

Email Address:

Reported By: Mr. Tornabene, or possibly his wife Ms, Laura), via Protel

Department: Water

Ward:

Nature of Request: Customer states there is a water leak on the corner of Woodgate Drive & Fern Valley Road, coming up through the cracks, after a contractor had done work there.

Scheduled Completion Date:

Date Work Order 03/19/2025

Completed:

Work Order Completed By: Hemphill

Scope of Work Completed: No water leak. French drain at property was blocked causing water to travel underground.

**Locate Number If
Necessary:**

Additional Information:

**Concrete Repair
Required/Details:**

**Sod/Yard Restoration
Required/Details:**

**Asphalt Repair
Required/Details:**

Invoice & Cost Information:

Meter Deposit Amount:

Tap Fee Amount:

Status:

Notes





JOB NO:

H24192

PROJECT:

Brandon Maintenance

DATE:

3/19/2025

DAY OF WEEK:

WEDNESDAY

ACCIDENTS:

INCIDENTS:

YES

x

YES

x

NO

NO

CONSTRUCTION COMPANY

HEMPHILL

CONCRETE & ASPHALT PAVING COMPANY

ESTABLISHED 1985

SUPERINTENDENT:

Chad Phelps

REVIEWED:

BK

	NAME	EMP. #	CLASS	ABSENCE	TOTAL HOURS / OTHER FOREMAN	010001-										TOTAL	PENETROMETER
1	KENNETH MCCARDLE	2611	FOREMAN			11.00										11.00	A.M.
2	JOSEPH WELBORN	1641	Pipelayer			11.00										11.00	READING
3	BARRET ABRAMS	2930	Trackhoe			11.00										11.00	SOIL TYPE
4	CHARLES SHOULDERS	2865	Loader			11.00										11.00	LOCATION
5	CEDRIC HYDE	3377	Labor			11.00										11.00	
6																-	P.M.
7																-	READING
8																-	SOIL TYPE
9																-	LOCATION
10																-	
11																-	
12																-	
13																-	
14																-	
15																-	

TEMP LABOR	EMPLOYER	POTENTIAL HIRE? Y/N	010001-													
1																-
2																-

DAILY WORK REPORT	EQUIP. #	EQUIP DESCRIPTION	010001-													TOTAL	EG ODOMETER READINGS	BEGIN	END	HRS
WORK DAY (Y/N)		1582	Ford F250 Pickup	11.00												11.00				-
WEATHER		16A007	F600	11.00												11.00				-
FAIR		12510	Level	11.00												11.00				-
CLOUDY		13716	Pipe Saw	11.00												11.00				-
RAIN AMOUNT (IN)		9494	Laser	11.00												11.00				-
TEMPERATURE		5610	Conex Box	11.00												11.00				-
TIME WORKED	START	STOP	5215	20' Trailer	11.00											11.00				-
MORNING			11619	Centrifugal Pump	11.00											11.00				-
AFTERNOON			11654	Diaphragm Pump	11.00											11.00				-
NIGHT			13816	Trench Box 8'	11.00											11.00				-
TOTAL HRS FOR DAY			13819	Trench Box 16'	11.00											11.00				-
WORK COMPLETED			13910	Material Box	11.00											11.00				-
PHASE	QUANTITY	UNITS	13461	Tamp	11.00											11.00				-
1			2244	303.5 Cat	11.00											11.00				-
2			8593	Pothole Machine	11.00											11.00				-
3			2408	926 Cat	11.00											11.00				-
4			2393	308 Cat	-											-				-
5																-				-
6																-				-
7																-				-
8																-				-
9																-				-
10																-				-
11																-				-
12																-				-
13																-				-
14																-				-
14																-				-
14																-				-
15																-				-

REMARKS | SPECIAL INSTRUCTIONS | VISITORS TO PROJECT SITE

Went to 88 Fern Valley Rd to investigate a water leak at edge of roadway. We saw water coming from edge of curb line. So potholed down on utilities and water main. Followed water a little ways on water line and then it turned to nothing. We found a French drain pipe coming from behind the house, that was draining a little bit. So I got the city to come look at it to see what they thought. We decided that it wasn't a water leak and it was just the French drain causing water in roadway. We backfilled all of excavation with sand and made sure to walk it so in. Dressed up with topsoil and made sure everything was safed up for the night.

THIS WORKING SITE HAS BEEN INSPECTED THIS DAY AND NO APPARENT SAFETY HAZARDS EXIST.

ALL HEAVY EQUIPMENT HAS BEEN INSPECTED AND IS IN GOOD OPERATING ORDER

KENNETH MCCARDLE

FOREMAN

<u>Line Item #</u>	<u>QTY</u>	<u>Unit</u>	<u>DESCRIPTION OF WORK</u>	<u>UNIT PRICE</u>	<u>TOTAL</u>
1	5.5	HR	Superintendent	\$107.00	\$588.50
2	11	HR	Foreman	\$96.81	\$1,064.91
3	11	HR	Trackhoe & Operator (308)	\$117.19	\$1,289.09
4	11	HR	Front End Loader & Operator	\$132.47	\$1,457.17
5	11	HR	Pipelayer	\$45.86	\$504.46
6	11	HR	Laborer	\$38.72	\$425.92
7	11	HR	Pickup Truck	\$22.42	\$246.62
8	11	HR	Flatbed Truck	\$19.36	\$212.96
9	11	HR	Small Incidental Tools	\$15.29	\$168.19
10	11	HR	Vacuum Excavator	\$81.52	\$896.72
TOTAL AMOUNT DUE					\$6,854.54

Water Leak investigation

Invoice #:
H24192-06-57552

GL Code: 400-673-637
Funding: WSOM



Work Order #: 57552

Work Order Date: 03/18/25

Work Type:

Priority:

Status: Complete

Prepared By: Hollan Silcox

Type of Work Order: Assigned Work Order (During Reg Hours)

Request Type: Water - Leak

Date Requested: 03/18/2025

Name:

Service Address or Request 210 Overby Street

Location:

Phone Number:

Email Address:

Reported By:

Department: Water

Ward:

Nature of Request: Water leak near address

Scheduled Completion Date:

Date Work Order Completed: 03/20/2025

Work Order Completed By: Hemphill Construction Company

Scope of Work Completed: no water leak - drainage. Potholed area. Drainage was following a Cspire conduit along the property. No repairs performed.

Locate Number If Necessary:

Additional Information:

Concrete Repair

Required/Details:

Sod/Yard Restoration

Required/Details:

Asphalt Repair

Required/Details:

Invoice & Cost Information:

Meter Deposit Amount:

Tap Fee Amount:

Status:

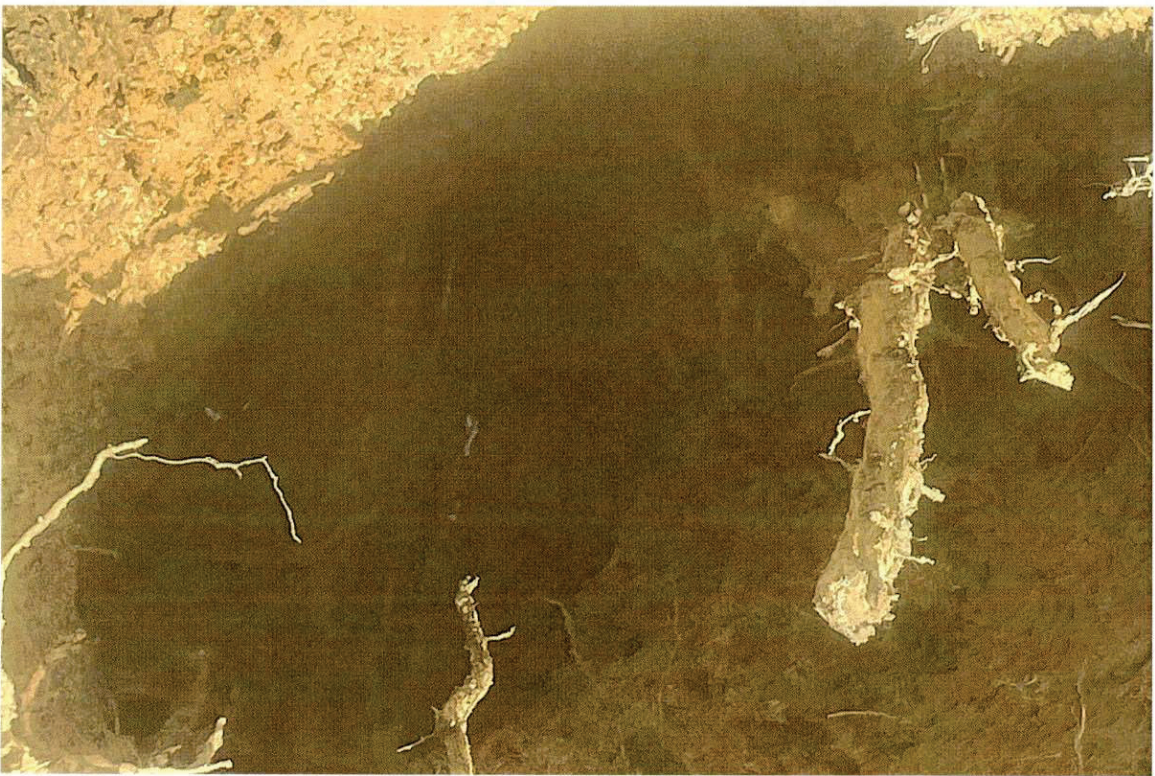
Employee Cost: \$0.00

Equipment Cost: \$0.00

Material Cost: \$0.00

Inventory Cost: \$0.00

Purchase Order Cost: \$0.00



JOB NO:	H24192-		ACCIDENTS: YES ☒ NO
PROJECT:	Brandon Maintenance		INCIDENTS: YES ☒ NO
DATE:	3/20/2025		SUPERINTENDENT: Chad Phelps
DAY OF WEEK:	THURSDAY		REVIEWED: BK

NAME	EMP. #	CLASS	ABSENCE	TOTAL HOURS / OTHER FOREMAN	010001-								TOTAL	PENETROMETER
1 KENNETH MCCARDLE	2611	FOREMAN			11.00								11.00	A.M.
2 JOSEPH WELBORN	1641	Pipelayer			11.00								11.00	READING
3 BARRET ABRAMS	2930	Trackhoe			11.00								11.00	SOIL TYPE
4 CHARLES SHOULDERS	2865	Loader			11.00								11.00	LOCATION
5 CEDRIC HYDE	3377	Labor			11.00								11.00	
6					-								-	P.M.
7					-								-	READING
8					-								-	SOIL TYPE
9					-								-	LOCATION
10					-								-	
11					-								-	
12					-								-	
13					-								-	
14					-								-	
15					-								-	

TEMP LABOR	EMPLOYER	POTENTIAL HIRE? Y/N	010001-										
1													-
2													-

DAILY WORK REPORT	EQUIP. #	EQUIP DESCRIPTION	010001-									TOTAL	BEGIN	END	HRS
WORK DAY (Y/N)	1582	Ford F250 Pickup	11.00									11.00			-
WEATHER	16A007	F600	11.00									11.00			-
FAIR	12510	Level	11.00									11.00			-
CLOUDY	13716	Pipe Saw	11.00									11.00			-
RAIN AMOUNT (IN)	9494	Laser	11.00									11.00			-
TEMPERATURE	5610	Conex Box	11.00									11.00			-
TIME WORKED START STOP	5215	20' Trailer	11.00									11.00			-
MORNING	11619	Centrifugal Pump	11.00									11.00			-
AFTERNOON	11654	Diaphragm Pump	11.00									11.00			-
NIGHT	13816	Trench Box 8'	11.00									11.00			-
TOTAL HRS FOR DAY	13819	Trench Box 16'	11.00									11.00			-
WORK COMPLETED	13910	Material Box	11.00									11.00			-
PHASE QUANTITY UNITS	13461	Tamp	11.00									11.00			-
1		2244	303.5 Cat	11.00								11.00			-
2		8593	Pothole Machine	11.00								11.00			-
3		2408	926 Cat	11.00								11.00			-
4		2393	308 Cat	-								-			-
5				-								-			-
6				-								-			-
7				-								-			-
8				-								-			-
9				-								-			-
10</															

<u>Line Item #</u>	<u>QTY</u>	<u>Unit</u>	<u>DESCRIPTION OF WORK</u>	<u>UNIT PRICE</u>	<u>TOTAL</u>
1	28	HR	Superintendent	\$107.00	\$2,996.00
2	53.5	HR	Foreman	\$96.81	\$5,179.34
3	53.5	HR	Trackhoe & Operator (308)	\$117.19	\$6,269.67
4	53.5	HR	Front End Loader & Operator	\$132.47	\$7,087.15
5	53.5	HR	Pipelayer	\$45.86	\$2,453.51
6	86.5	HR	Laborer	\$38.72	\$3,349.28
7	53.5	HR	Pickup Truck	\$22.42	\$1,199.47
8	53.5	HR	Flatbed Truck	\$19.36	\$1,035.76
9	53.5	HR	Small Incidental Tools	\$15.29	\$818.02
10	51.5	HR	Vacuum Excavator	\$81.52	\$4,198.28
11	1	LS	Eagle Pipe	\$2,011.60	\$2,011.60
12	1	LS	Delta Industries	\$2,274.00	\$2,274.00
TOTAL AMOUNT DUE					\$38,872.06

Storm drain pipe repairs near 309 Eastridge Drive

Invoice #: H24192-06-52821

GL Code: 314-600-702

Funding: HB 1353



Work Order #: 52821

Work Order Date: 05/06/24

Work Type:

Priority:

Status: Complete

Prepared By: Lori Sarver

Type of Work Order: Assigned Work Order (During Reg Hours)

Request Type: Street Repair - Curb & Gutter

Date Requested: 05/03/2024

Name: Rick Ferguson

Service Address or Request 309 Eastridge Drive

Location:

Phone Number: 601-940-8643

Email Address: rickferg12@gmail.com

Reported By: Request #705673053 11:45am

Department: Street

Ward:

Nature of Request: Curb and Gutter collapse. Possible storm drain collapse. **Customer included photos**

Scheduled Completion Date:

Date Work Order Completed: 03/28/2025

Work Order Completed By: Hemphill Construction Company

Scope of Work Completed: 24" storm drain pipe. Joints leaking due to gaps. Poured concrete collars at pipe joints.

Locate Number If Necessary:

Additional Information: The damaged area is as shown in the pictures but the curb and gutter has settled significantly between 309 Eastridge to Overlook Drive.

Concrete Repair

Required/Details:

Sod/Yard Restoration

Required/Details:

Asphalt Repair

Required/Details:

Invoice & Cost Information:

Meter Deposit Amount:

Tap Fee Amount:

Status:

Notes

04/11/2025	Hemphill completed drain pipe job, now we need yard restoration. Rod
10/14/2024	Entering PO Request for Suncoast quote - CCTV of approximately 230ft of 24" RCP - \$2,100.00



450 Industrial Drive
Jackson MS 39209

Your single source for water, sewer, gas, drainage and erosion
control needs.

INVOICE

Date	Account #	Invoice #	Due Date
3/27/2025	H24192	72945	4/26/2025
FAX		PHONE	
601-487-7474		601-487-7473	

BILL TO:

Hemphill Construction Company Inc.
PO Drawer 879
Florence, MS 39073

SHIP TO:

H24192 - Brandon Maint. Project
See below for address and contact
Brandon, MS 39047
MPC#: MP-31168726

RECEIVED

MAR 28 2025

RECEIVED

PO or JOB #		TERMS	REP	ORDER DATE	VIA	F.O.B.	JOB/PROJECT	
H24192 / Kenneth		1% 10 Net 30	NRP	3/25/2025	Eagle Truck	Jobsite	H24192 - Brandon Maint. Project	
QTY	U/M	DESCRIPTION					UNIT	EXT
36	ea	12in x 10ft length sediment log - wood fiber (Curlex) # 12X10SEDIMENTLOG					35.85	1,290.60
100	ea	1in x 36in wood wattle stake # WATTLESTAKE(EA)					1.15	115.00
10	ea	5gal Quad Plug hydraulic red top cement - 45 second # 6580					60.60	606.00

Posted
APR 01 2025
Angie Oswalt

H24192 - 040001 - 24
BT

Posted
APR 01 2025
Angie Oswalt

H24192 - 040001 - 24

BT

Please make your check payable to Eagle Pipe and Supply, LLC and remit to the above address.
Terms are Net 30 days. All past due accounts are subject to a finance charge of 1.5% per month (18% per annum).
We will not accept goods returned without permission and then goods are subject to inspection for decision on possible credit.
To avoid late fees, allow 5 or more days for postal delivery.

Payments on account with a credit card will incur a 4% transaction fee.

Subtotal:	\$2,011.60
Payments/Credits	\$0.00
Sales Tax: (0.0%)	\$0.00
Balance Due	\$2,011.60



P. O. BOX 1292
JACKSON, MISSISSIPPI 39215-1292
PHONE 601-354-3804

INVOICE

CUSTOMER NO.	DATE	INVOICE NO.	PAGE
000273	03/25/2025	878092	1

RECEIVED

MAR 31 2025

RECEIVED

HEMPHILL CONSTRUCTION
COMPANY, INC.
P.O. DRAWER 879
FLORENCE, MS 39073

A FINANCE CHARGE WILL BE IMPOSED ON PAST DUE ACCOUNTS. THE
FINANCE CHARGE IS COMPUTED BY A "PERIODIC RATE" OF 1% PER
MONTH, WHICH IS AN ANNUAL PERCENTAGE RATE OF 18%.

DATE	JOB NUMBER - JOB LOCATION - ADDRESS			UNIT PRICE	TAX	TOTAL
	QUANTITY	UNIT	DESCRIPTION			
	001671	309 E RIDGE DR				
		PO NUMBER: H24-192				
03/25/25	4.00	CY	CLASS B 1L HAMMET	145.000	40.60	580.00
	1.00	EA	MIN LOAD CHARGE	150.000	10.50	150.00
	1.00	LD	FUEL SURCHARGE - LOAD	15.000	1.05	15.00
	1.00	LD	ENVIRONMENT FEE	5.000	0.35	5.00
			TICKET DATE TOTALS:		52.50	750.00
	TICKETS:	008-470279				
		JOB TOTALS		750.00	52.50	802.50

IF PAYMENT IS MADE BY 04/10/2025, DISCOUNT FOR INVOICE IS 5.80.

H24192 - 040001-04

BTU

RECEIVED
MAR 31 2025

AMOUNT DUE

802.50



P. O. BOX 1292
JACKSON, MISSISSIPPI 39215-1292
PHONE 601-354-3804

INVOICE

CUSTOMER NO.	DATE	INVOICE NO.	PAGE
000273	03/26/2025	878359	1

HEMPHILL CONSTRUCTION
COMPANY, INC.
P.O. DRAWER 879
FLORENCE, MS 39073

Posted
APR 08 2025
Angie Oswalt

A FINANCE CHARGE WILL BE IMPOSED ON PAST DUE ACCOUNTS. THE
FINANCE CHARGE IS COMPUTED BY A "PERIODIC RATE" OF 1 1/2% PER
MONTH, WHICH IS AN ANNUAL PERCENTAGE RATE OF 18%.

DATE	JOB NUMBER - JOB LOCATION - ADDRESS			UNIT PRICE	TAX	TOTAL
	QUANTITY	UNIT	DESCRIPTION			
	001671	309 E RIDGE DR				
		PO NUMBER: H24-192				
03/26/25	4.00	CY	CLASS B 1L Hammet	145.000	40.60	580.00
	1.00	EA	MIN LOAD CHARGE	150.000	10.50	150.00
	1.00	LD	FUEL SURCHARGE - LOAD	15.000	1.05	15.00
	1.00	LD	ENVIRONMENT FEE	5.000	0.35	5.00
			TICKET DATE TOTALS:		52.50	750.00
		TICKETS: 008-471044				
		JOB TOTALS		750.00	52.50	802.50

IF PAYMENT IS MADE BY 04/10/2025, DISCOUNT FOR INVOICE IS 5.80.

H24192-040001-04
BF

RECEIVED
APR - 3 2025

AMOUNT DUE 802.50



P. O. BOX 1292
JACKSON, MISSISSIPPI 39215-1292
PHONE 601-354-3804

INVOICE

CUSTOMER NO.	DATE	INVOICE NO.	PAGE
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RECEIVED

00273

03/28/2025 878727

1

APR 04 2025

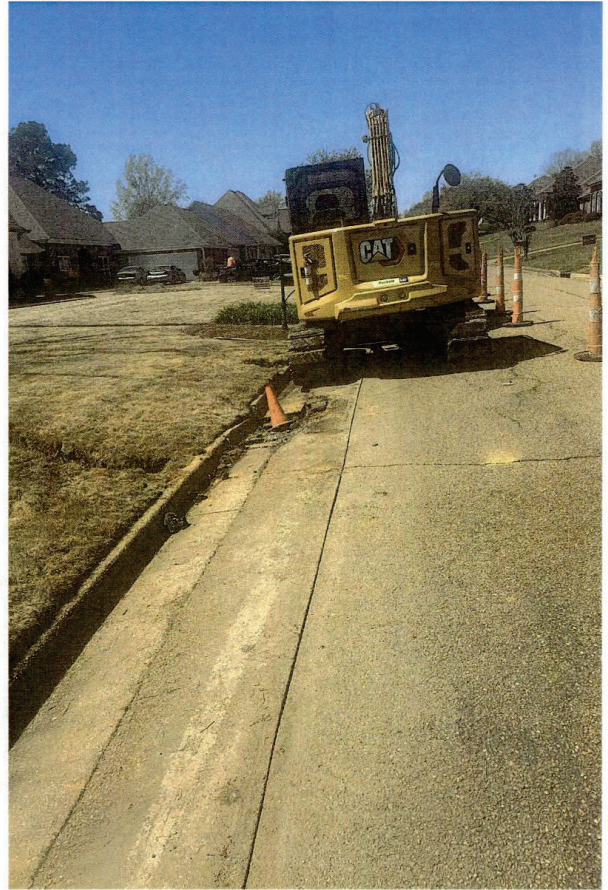
RECEIVED

Posted
APR 08 2025
Angie Oswalt

HEMPHILL CONSTRUCTION
COMPANY, INC.
P.O. DRAWER 879
FLORENCE, MS 39073

A FINANCE CHARGE WILL BE IMPOSED ON PAST DUE ACCOUNTS. THE
FINANCE CHARGE IS COMPUTED BY A "PERIODIC RATE" OF 1% PER
MONTH, WHICH IS AN ANNUAL PERCENTAGE RATE OF 18%.

DATE	JOB NUMBER - JOB LOCATION - ADDRESS			UNIT PRICE	TAX	TOTAL
	QUANTITY	UNIT	DESCRIPTION			
001671 309 E RIDGE DR						
PO NUMBER: H24-192						
03/28/25	4.00	CY	CLASS B 1L Hammet	145.000	40.60	580.00
	1.00	EA	MIN LOAD CHARGE	150.000	10.50	150.00
	1.00	LD	FUEL SURCHARGE - LOAD	15.000	1.05	15.00
	4.00	CY	4.00% DARASET 400 1%	6.000	1.68	24.00
	1.00	LD	ENVIRONMENT FEE	5.000	0.35	5.00
TICKET DATE TOTALS:					54.18	774.00
TICKETS:	008-473259					
	JOB TOTALS			774.00	54.18	828.18
IF PAYMENT IS MADE BY 04/10/2025, DISCOUNT FOR INVOICE IS 5.80.						
H24192 - 040001-04						
BP						
RECEIVED APR - 3 2025						
					AMOUNT DUE	828.18











JOB NO:

H24192-

PROJECT:

Brandon Maintenance

DATE:

3/24/2025

DAY OF WEEK:

MONDAY

ACCIDENTS:

INCIDENTS:

YES

x

YES

x

NO

NO

HEMPHILL

INCORPORATED

CONTRACTORS

COMPANY

ATLANTA, MS SINCE 1985

SUPERINTENDENT:

Chad Phelps

REVIEWED:

BK

				TOTAL HOURS / OTHER FOREMAN	1-100001											TOTAL	PENETROMETER
1	KENNETH MCCARDLE	2611	FOREMAN		11.00											11.00	A.M.
2	JOSEPH WELBORN	1641	Pipelayer		11.00											11.00	READING
3	BARRET ABRAMS	2930	Trackhoe		11.00											11.00	SOIL TYPE
4	CHARLES SHOULDERS	2865	Loader		11.00											11.00	LOCATION
5	CEDRIC HYDE	3377	Labor	AA	-											-	
6	Marcus Bagget	3434	Labor		11.00											11.00	P.M.
7																-	READING
8																-	SOIL TYPE
9																-	LOCATION
10																-	
11																-	
12																-	
13																-	
14																-	
15																-	

TEMP LABOR		EMPLOYER	POTENTIAL HIRE? Y/N	010001													
1																	-
2																	-
																	-

DAILY WORK REPORT			EQUIP. #	EQUIP DESCRIPTION	010001											TOTAL	EQ ODOMETER READINGS		
WORK DAY (Y/N)			1582	Ford F250 Pickup	11.00											11.00	BEGIN	END	HRS
WEATHER			16A007	F600	11.00											11.00			-
FAIR			12510	Level	11.00											11.00			-
CLOUDY			13716	Pipe Saw	11.00											11.00			-
RAIN AMOUNT (IN)			9494	Laser	11.00											11.00			-
TEMPERATURE			5610	Conex Box	11.00											11.00			-
TIME WORKED			5215	20' Trailer	11.00											11.00			-
MORNING			11619	Centrifugal Pump	11.00											11.00			-
AFTERNOON			11654	Diaphragm Pump	11.00											11.00			-
NIGHT			13816	Trench Box 8'	11.00											11.00			-
TOTAL HRS FOR DAY			13819	Trench Box 16'	11.00											11.00			-
WORK COMPLETED			13910	Material Box	11.00											11.00			-
PHASE			13461	Tamp	11.00											11.00			-

1				2244	303.5 Cat	-										-			-
2				8593	Pothole Machine	11.00										11.00			-
3				2408	926 Cat	11.00										11.00			-
4				2393	308 Cat	11.00										11.00			-
5																-			-
6																-			-
7																-			-
8																-			-
9																-			-
10																-			-
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13																-			-
14																-			-
14																-			-
14																-			-
15																-			-
TOTAL HOURS				176.00	-	-	-	-	-	-	-	-	-	-	-	-			-

REMARKS | SPECIAL INSTRUCTIONS | VISITORS TO PROJECT SITE

Had to remove curb and asphalt we saw cut in section where first sinkhole was underneath curb line. Started excavating down and found 24" Storm drain pipe and we found a bell that had a good size gap on joint. We had to clean out from around it with pothole machine. Formed up around pipe for concrete. Made sure everything was safed up for the night. Installed safety fence around area.

THIS WORKING SITE HAS BEEN INSPECTED THIS DAY AND NO APPARENT SAFETY HAZARDS EXIST.

x

ALL HEAVY EQUIPMENT HAS BEEN INSPECTED AND IS IN GOOD OPERATING ORDER

KENNETH MCCARDLE

FOREMAN

JOB NO:

H24192-

PROJECT:

Brandon Maintenance

DATE:

3/25/2025

DAY OF WEEK:

TUESDAY

ACCIDENTS:YES

x

NO

INCIDENTS:YES

x

NO

SUPERINTENDENT:

Chad Phelps

REVIEWED:

BK

HEMPHILL

CONSTRUCTION

COMPANY

17 BURGESS, N.E. SUITE 100

	NAME	EMP. #	CLASS	ABSENCE	TOTAL HOURS / OTHER FOREMAN	1-100010											TOTAL	PENETROMETER
1	KENNETH MCCARDLE	2611	FOREMAN			10.50											10.50	A.M. _____
2	JOSEPH WELBORN	1641	Pipelayer			10.50											10.50	READING _____
3	BARRET ABRAMS	2930	Trackhoe			10.50											10.50	SOIL TYPE _____
4	CHARLES SHOULDERS	2865	Loader			10.50											10.50	LOCATION _____
5	CEDRIC HYDE	3377	Labor			10.50											10.50	
6	Marcus Bagget	3434	Labor			10.50											10.50	P.M. _____
7																	-	READING _____
8																	-	SOIL TYPE _____
9																	-	LOCATION _____
10																	-	
11																	-	
12																	-	
13																	-	
14																	-	
15																	-	

TEMP LABOR	EMPLOYER	POTENTIAL HIRE? Y/N	010001-															
1																		-
2																		-
																		-

DAILY WORK REPORT			EQUIP. #	EQUIP DESCRIPTION	010001-												TOTAL	EQ COOMETER READINGS		
WORK DAY (Y/N)	WEATHER	FAIR	CLOUDY	RAIN AMOUNT (IN)	TEMPERATURE	TIME WORKED	START	STOP										BEGIN	END	HRS
						1582			Ford F250 Pickup	10.50							10.50			-
						16A007			F600	10.50							10.50			-
						12510			Level	10.50							10.50			-
						13716			Pipe Saw	10.50							10.50			-
						9494			Laser	10.50							10.50			-
						5610			Conex Box	10.50							10.50			-
						5215			20' Trailer	10.50							10.50			-
						11619			Centrifugal Pump	10.50							10.50			-
						11654			Diaphragm Pump	10.50							10.50			-
						13816			Trench Box 8'	10.50							10.50			-
						13819			Trench Box 16'	10.50							10.50			-
						13910			Material Box	10.50							10.50			-
						13461			Tamp	10.50							10.50			-
1						2244			303.5 Cat	-							-			-
2						8593			Pothole Machine	10.50							10.50			-
3						2408			926 Cat	10.50							10.50			-
4						2393			308 Cat	10.50							10.50			-
5						13927			Trench Box 8'	10.50							10.50			-
6																	-			-
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14																	-			-
15																	-			-
									TOTAL HOURS											-

REMARKS | SPECIAL INSTRUCTIONS | VISITORS TO PROJECT SITE

We came in and made sure everything was ready for concrete. Started backfilling curb line with 6/10 Limestone while we waited for concrete. Poured 4 yards for collar. Started getting ready for next spot. Took out curb and asphalt, hauled off with dump truck. Saw sinkhole once curb was out. Started excavating down where sinkhole was, and found another bell with good gap separating in joint. We cleaned off from around it with pothole machine. Started forming up on it. Made sure everything was safed up for the night and installed safety fence around entire area.

THIS WORKING SITE HAS BEEN INSPECTED THIS DAY AND NO APPARENT SAFETY HAZARDS EXIST.

ALL HEAVY EQUIPMENT HAS BEEN INSPECTED AND IS IN GOOD OPERATING ORDER

KENNETH MCCARDLE

FOREMAN

JOB NO: H24192-

PROJECT: Brandon Maintenance

DATE: 3/26/2025

DAY OF WEEK: WEDNESDAY

ACCIDENTS: ☐ YES ☒ NO

INCIDENTS: ☐ YES ☒ NO

SUPERINTENDENT: Chad Phelps

REVIEWED: BK

[illegible]

JOB NO: H24192-

PROJECT: Brandon Maintenance

DATE: 3/27/2025

DAY OF WEEK: THURSDAY

ACCIDENTS: YES ☒ NO

INCIDENTS: YES ☒ NO

SUPERINTENDENT: Chad Phelps

REVIEWED: BK

										010001-									TOTAL	PENETROMETER	
NAME		EMP. #	CLASS	ABSENCE	TOTAL HOURS / OTHER FOREMAN														TOTAL		
1	KENNETH MCCARDLE	2611	FOREMAN																2.00	A.M.	
2	JOSEPH WELBORN	1641	Pipelayer																2.00	READING	
3	BARRET ABRAMS	2930	Trackhoe																2.00	SOIL TYPE	
4	CHARLES SHOULDERS	2865	Loader																2.00	LOCATION	
5	CEDRIC HYDE	3377	Labor																2.00		
6	Marcus Bagget	3434	Labor																2.00	P.M.	
7																			-	READING	
8																			-	SOIL TYPE	
9																			-	LOCATION	
10																			-		
11																			-		
12																			-		
13																			-		
14																			-		
15																			-		
TEMP LABOR		EMPLOYER		POTENTIAL HIRE? Y/N		010001-															
1																			-		
2																			-		
																			-		
DAILY WORK REPORT				EQUIP. #	EQUIP DESCRIPTION	010001-												TOTAL	BEGIN	END	HRS
WORK DAY (Y/N)				1582	Ford F250 Pickup	2.00												2.00			-
WEATHER				16A007	F600	2.00												2.00			-
FAIR				12510	Level	2.00												2.00			-
CLOUDY				13716	Pipe Saw	2.00												2.00			-
RAIN AMOUNT (IN)				9494	Laser	2.00												2.00			-
TEMPERATURE				5610	Conex Box	2.00												2.00			-
TIME WORKED		START	STOP	5215	20' Trailer	2.00												2.00			-
MORNING				PU3009	Centrifugal Pump	2.00												2.00			-
AFTERNOON				11654	Diaphragm Pump	2.00												2.00			-
NIGHT				13816	Trench Box 8'	-												-			-
TOTAL HRS FOR DAY				13819	Trench Box 16'	2.00												2.00			-
WORK COMPLETED				13910	Material Box	2.00												2.00			-
PHASE		QUANTITY	UNITS	13461	Tamp	2.00												2.00			-
1				2244	303.5 Cat	-												-			-
2				8593	Pothole Machine	-												-			-
3				2408	926 Cat	2.00												2.00			-
4				2393	308 Cat	2.00												2.00			-
5				13927	Trench Box 8'	2.00												2.00			-
6																		-			-
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REMARKS SPECIAL INSTRUCTIONS VISITORS TO PROJECT SITE																					
Wrecked forms on collar we poured day before. Pulled box and backfilled around collar with one load of sand. Put trench box in excavation where we have to form up for last collar. Made sure everything was safed up for the night and installed safety fence around area.																					
THIS WORKING SITE HAS BEEN INSPECTED THIS DAY AND NO APPARENT SAFETY HAZARDS EXIST.																					
X ALL HEAVY EQUIPMENT HAS BEEN INSPECTED AND IS IN GOOD OPERATING ORDER																					
															KENNETH MCCARDLE						
															FOREMAN						

JOB NO: H24192-				ACCIDENTS: ☐ YES ☒ NO	
PROJECT: Brandon Maintenance				INCIDENTS: ☐ YES ☒ NO	
DATE: 3/28/2025				SUPERINTENDENT: Chad Phelps	
DAY OF WEEK: FRIDAY				REVIEWED: BK	

NAME					EMP. #	CLASS	ABSENCE	TOTAL HOURS / OTHER	010001-										TOTAL	PENETROMETER
1	KENNETH MCCARDLE					2611	FOREMAN			9.50									9.50	A.M. _____
2	JOSEPH WELBORN					1641	Pipelayer			9.50									9.50	READING _____
3	BARRET ABRAMS					2930	Trackhoe			9.50									9.50	SOIL TYPE _____
4	CHARLES SHOULDERS					2865	Loader			9.50									9.50	LOCATION _____
5	CEDRIC HYDE					3377	Labor			9.50									9.50	
6	Marcus Bagget					3434	Labor			9.50									9.50	P.M. _____
7																			-	READING _____
8																			-	SOIL TYPE _____
9																			-	LOCATION _____
10																			-	
11																			-	
12																			-	
13																			-	
14																			-	
15																			-	

TEMP LABOR		EMPLOYER	POTENTIAL HIRE? Y/N	010001-																
1																				-
2																				-

DAILY WORK REPORT			EQUIP. #	EQUIP DESCRIPTION	010001-															TOTAL	EQ ODOMETER READINGS		
WORK DAY (Y/N)			1582	Ford F250 Pickup	9.50															9.50	BEGIN	END	HRS
WEATHER			16A007	F600	9.50															9.50			-
FAIR			12510	Level	9.50															9.50			-
CLOUDY			13716	Pipe Saw	9.50															9.50			-
RAIN AMOUNT (IN)			9494	Laser	9.50															9.50			-
TEMPERATURE			5610	Conex Box	9.50															9.50			-
TIME WORKED			5215	20' Trailer	9.50															9.50			-
MORNING			PU3009	Centrifugal Pump	9.50															9.50			-
AFTERNOON			11654	Diaphragm Pump	9.50															9.50			-
NIGHT			13816	Trench Box 8'	9.50															9.50			-
TOTAL HRS FOR DAY			13819	Trench Box 16'	9.50															9.50			-
WORK COMPLETED			13910	Material Box	9.50															9.50			-
PHASE			13461	Tamp	9.50															9.50			-
1			2244	303.5 Cat	-															-			-
2			8593	Pothole Machine	9.50															9.50			-
3			2408	926 Cat	9.50															9.50			-
4			2393	308 Cat	9.50															9.50			-
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14																				-			-
15																				-			-

REMARKS | SPECIAL INSTRUCTIONS | VISITORS TO PROJECT SITE

We worked on backfilling excavation where second collar was poured. Backfilled curb line with 6/10 limestone. Poured 4 yards of concrete for collar and finished it. Got concrete plant to put in some calcium to set up quicker. Worked on dressing up yards with topsoil, and installed sprinkler heads back where the were. Once concrete was set up we backfilled excavation with crushed concrete. Finished backfilling curb line with 6/10 limestone and made sure to walk it in with machines. Made sure everything was safed up for the weekend and installed waddies along curb line to prevent erosion.

☐ THIS WORKING SITE HAS BEEN INSPECTED THIS DAY AND NO APPARENT SAFETY HAZARDS EXIST.
☒ ALL HEAVY EQUIPMENT HAS BEEN INSPECTED AND IS IN GOOD OPERATING ORDER

KENNETH MCCARDLE
FOREMAN



MEMORANDUM

TO: HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN
FROM: CARLY BETH DEARMAN, PUBLIC WORKS OPERATIONS COORDINATOR
BOARD AGENDA: MAY 5, 2025
SUBJECT: UTILITY DAMAGE REIMBURSEMENT
DANELLA CONSTRUCTION CORPORATION – VERIZON WIRELESS
ACCEPTANCE OF REIMBURSEMENTS AND APPROVAL OF WAIVERS

Asking for your consideration for the following regarding utility damage reimbursement payments received from Danella Construction Corporation, a sub-contractor for Verizon Wireless.

1. Accept the following reimbursement payments from Danella Construction Corporation, a sub-contractor for Verizon Wireless, for damage to city infrastructure.
 - \$8,523.26 – Longmeadow Road at Woodgate Drive – damaged water main – January 8, 2025
 - \$2,049.16 – Woodgate Drive at Willowbrook Lane – damaged water main – February 26, 2025
2. Approve the corresponding Release and Settlement of Claims for each reimbursement payment and authorize the Mayor and City Clerk to execute the same.
 - Release and Settlement Claim – Longmeadow Road at Woodgate Drive
 - Release and Settlement Claim – Woodgate Drive at Willowbrook Lane

Thank you for your consideration in this matter. Please let me know if you have any questions.

ATTACHMENTS:

- Danella Construction Corporation – check #: 96062 - \$8,523.26
- Danella Construction Corporation – check #: 96063 - \$2,049.16
- Release and Settlement Claim – Longmeadow Road at Woodgate Drive
- Release and Settlement Claim – Woodgate Drive at Willowbrook Lane

Remittance Advice

Page 1 of 1

Check: 96062 Paid by: Danella Const Corp of FL Inc.
 Date: 04/28/25 Paid to: City of Brnadon Public Works
 Amount: 8,523.26

Our Account #:
 Vendor Code: 2241

Inv. Date	Invoice No.	Job Number	Inv. Amount	Discount	Amount Paid	Retention	Remarks
04/15/25	LONGMEADOW	W4V70A0034	8,523.26	0.00	8,523.26	0.00	DAMAGE TO WATERLIND -1/8/25
Check Totals			8,523.26	0.00	8,523.26	0.00	

32430781.PDF 10-1-18SD

PLEASE DETACH AND RETAIN STATEMENT

ABS 610-975-9230

FORM 326FF350

DOCUMENT IS PRINTED ON CHEMICALLY REACTIVE PAPER - THE BACK OF THIS DOCUMENT INCLUDES A TAMPER EVIDENT CHEMICAL WASH WARNING BOX

DANELLA CONSTRUCTION CORPORATION
 581 WASHBURN ROAD
 MELBOURNE, FL 32934

DISBURSEMENT ACCOUNT

DATE	CHECK NO.
04/28/25	96062

PNC BANK, NA
 Philadelphia, PA

96062 3-5
 310

PAY **EIGHT THOUSAND FIVE HUNDRED TWENTY-THREE AND 26 / 100 DOLLARS

\$ **8,523.26

VOID AFTER 90 DAYS

TO THE
 ORDER OF

City of Brnadon Public Works
 ATTN: Carly Beth Dearman
 1000 MUNICIPAL DRIVE
 BRANDON, MS 39042


 AUTHORIZED SIGNATURE



⑈096062⑈ ⑆031000053⑆ 8611773375⑈

Remittance Advice

Page 1 of 1

Check: 96063
Date: 04/28/25
Amount: 2,049.16

Paid by: Danella Const Corp of FL Inc.
Paid to: City of Brmadon Public Works

Our Account #: 2241
Vendor Code:

Inv. Date	Invoice No.	Job Number	Inv. Amount	Discount	Amount Paid	Retention	Remarks
04/15/25	WILLOWBROOK	W4V70A0034	2,049.16	0.00	2,049.16	0.00	DAMAGE TO WATERLINE 2-26-25
Check Totals			2,049.16	0.00	2,049.16	0.00	

32430781.PDF 10-1-18SD

PLEASE DETACH AND RETAIN STATEMENT

ABS 610-975-9230 FORM 326FF350

DOCUMENT IS PRINTED ON CHEMICALLY REACTIVE PAPER - THE BACK OF THIS DOCUMENT INCLUDES A TAMPER EVIDENT CHEMICAL WASH WARNING BOX

DANELLA CONSTRUCTION CORPORATION
581 WASHBURN ROAD
MELBOURNE, FL 32934

DISBURSEMENT ACCOUNT

DATE	CHECK NO.
04/28/25	96063

PNC BANK, NA
Philadelphia, PA

96063
3-5
310

PAY **TWO THOUSAND FORTY-NINE AND 16 / 100 DOLLARS

\$ **2,049.16

VOID AFTER 90 DAYS

TO THE
ORDER OF

City of Brmadon Public Works
ATTN: Carly Beth Dearman
1000 MUNICIPAL DRIVE
BRANDON, MS 39042


AUTHORIZED SIGNATURE



⑈096063⑈ ⑆031000053⑆ 8611773375⑈

RELEASE AND SETTLEMENT OF CLAIM

That City of Brandon – Public Works Dept. (Owner) in consideration of the sum of Eight Thousand Five Hundred Twenty Three Dollars 26/100 (\$8,523.26) hereby releases and forever discharges Danella Companies, Inc., Danella Construction Corp. of FL., Verizon, and G&O Drilling, LLC, and all other persons, firms and corporations from all claims and demands, rights and causes of action of any kind the undersigned now has or hereafter may have on account of or in any way growing out of Property Damage resulting or to result from an occurrence which happened on or about January 8, 2025 at Woodgate Drive & Longmeadow Drive, Brandon, MS, and do hereby covenant to indemnify and save harmless the said party or parties from and against all claims and demands whatsoever on account of or in any way growing out of said occurrence or its results to property. This release expresses a full and complete SETTLEMENT of all liability claimed and denied, regardless of the adequacy of the above consideration, and the acceptance of this release shall not operate as an estoppel, waiver or bar with respect to any claim the party or parties released may have against the undersigned. It is understood and agreed that this settlement is the compromise of a doubtful and disputed claim, and that the payment made is not to be construed as an admission of liability on the part of the party or parties hereby released, and that said party or parties deny liability therefore and intend merely to avoid litigation and buy their peace. The undersigned declare(s) and represent(s) that no promise, inducement or agreement not herein expressed has been made to the undersigned, and that this release contains the entire agreement between the parties hereto, and that the terms of this release are contractual and not a mere recital.

Dated: April 29th , 2025 Danella Claim: **GL2900**

YOU ARE MAKING A FINAL SETTLEMENT. THIS IS A RELEASE: READ BEFORE SIGNING.

_____ Releasor Signature	_____ Releasor Signature
_____ Releasor Name	_____ Releasor Name
_____ Street Address	_____ Street Address
_____ City, State, Zip Code	_____ City, State, Zip Code
_____ Witness Signature	_____ Witness Signature
_____ Witness Name	_____ Witness Name
_____ Street Address	_____ Street Address
_____ City, State, Zip Code	_____ City, State, Zip Code

RELEASE AND SETTLEMENT OF CLAIM

That City of Brandon – Public Works Dept. (Owner) in consideration of the sum of Two Thousand Forty Nine Dollars 16/100 (\$2049.16) hereby releases and forever discharges Danella Companies, Inc., Danella Construction Corp. of FL., Verizon and G&O Drilling, LLC, and all other persons, firms and corporations from all claims and demands, rights and causes of action of any kind the undersigned now has or hereafter may have on account of or in any way growing out of Property Damage resulting or to result from an occurrence which happened on or about February 26, 2025 at Woodgate Drive & Willowbrook Lane, Brandon, MS, and do hereby covenant to indemnify and save harmless the said party or parties from and against all claims and demands whatsoever on account of or in any way growing out of said occurrence or its results to property. This release expresses a full and complete SETTLEMENT of all liability claimed and denied, regardless of the adequacy of the above consideration, and the acceptance of this release shall not operate as an estoppel, waiver or bar with respect to any claim the party or parties released may have against the undersigned. It is understood and agreed that this settlement is the compromise of a doubtful and disputed claim, and that the payment made is not to be construed as an admission of liability on the part of the party or parties hereby released, and that said party or parties deny liability therefore and intend merely to avoid litigation and buy their peace. The undersigned declare(s) and represent(s) that no promise, inducement or agreement not herein expressed has been made to the undersigned, and that this release contains the entire agreement between the parties hereto, and that the terms of this release are contractual and not a mere recital.

Dated: April 29th, 2025 Danella Claim: **GL2964**

YOU ARE MAKING A FINAL SETTLEMENT. THIS IS A RELEASE: READ BEFORE SIGNING.

_____ Releasor Signature	_____ Releasor Signature
_____ Releasor Name	_____ Releasor Name
_____ Street Address	_____ Street Address
_____ City, State, Zip Code	_____ City, State, Zip Code
_____ Witness Signature	_____ Witness Signature
_____ Witness Name	_____ Witness Name
_____ Street Address	_____ Street Address
_____ City, State, Zip Code	_____ City, State, Zip Code



PUBLIC WORKS DEPARTMENT
1000 Municipal Drive
Brandon, MS 39042
(601) 824-4579

Date: January 9, 2025

RE: Longmeadow Road at Woodgate Drive
Water line damages – January 8, 2025
Verizon Wireless/Danella & G&O Drilling
Fiber Installation

From: Carly Beth Dearman – Public Works Operations Coordinator

Date & Time of Incident:	January 8, 2025 at approximately 11:25am (first call received by City of Brandon regarding low water pressure in area)
Location:	Longmeadow Road at Woodgate Drive (Northwest corner)
Damage Description:	Damage to 6" waterline caused by fiber contractor while excavating with a mini-excavator machine at the location. 6" waterline was busted by the machinery which also caused a split in the waterline.
Fiber Contractor Info:	G&O Drilling

- G&O Drilling contractors stayed on site and acknowledged damaging the water line while excavating. I spoke directly with James Showes of G&O Drilling on site on 1/8/2025 at approximately 12:30pm.
- Mr. Showes stated that they were aware of a waterline at the intersection based on mapping; however, no locates had been completed by the City of Brandon. I advised Mr. Showes that no digging should ever be performed without all locates being completed, and in such case, they should have contacted the City of Brandon to report no locates had been done prior to digging. Mr. Showes stated that he tried to contact the City of Brandon through the phone numbers he found on Google; however, he could not reach anyone. When asked which numbers he called, he provided a phone number that did not belong to the City of Brandon and a phone number for the City of Brandon that is no longer in use.

Locate Information

- A locate was submitted by G&O Drilling on 1/3/2025 at 8:55am for directional boring to be performed at the location.
- All utilities were given a locate by date and time through MS811 of 1/8/2025 at 8:55am to have locates completed.
- At the time of the incident the locate had not been performed at the damage location by the City of Brandon. However, a City of Brandon employee was in the process of locating the area at the time of the incident but had not made it to this intersection.
- State of MS Code Title 77-13-9 paragraph 3 states “When an excavator, upon arriving at an excavation site, sees evidence of unmarked underground utility lines or underground facilities or encounters an unmarked underground utility line or underground facility on an excavation site after excavation has commenced where notice of intent has been made in accordance with the provisions of this chapter, that excavator must immediately contact Mississippi 811, Inc. All operator(s) thus notified must contact the excavator within two (2) hours and inform the excavator of any of their known underground facilities, active or abandoned, at the site of the excavation.”

There are no records or evidence showing that G&O Drilling contacted MS811 or the City of Brandon to notify that locates had not been performed as required by MS Code Title 77-13-9 paragraph 3.

- The locate for this precise location was one of two locates submitted by G&O Drilling on 1/3/2025 for the area. Both locates together were for a length of more than 3,000 feet.

Repair Detail

- Repairs to the 6” waterline were performed by the City of Brandon and Hemphill Construction Company.
- Approximately 20 feet of 6” waterline was replaced due to a hole in the line and a split in the line caused by G&O Drilling with a mini-excavator.

Utility Permit Information

- Utility Permit #: 24-1362
- Permit Holder: Danella on behalf of Verizon Wireless

- Sub-contractor: G&O Drilling
- Permit Details: 2,350 ft of fiber installation along the NW side of Woodgate Drive and the NW side of Longmeadow Road.
- Permit Violations – City of Brandon Ordinance Chapter 100, Article I, Sections 100-112:
 1. Section 107.1(b) – Verizon Wireless, Danella, or G&O Drilling did NOT notify the City of Brandon prior to commencement of work.
 2. Section 107.1(c) – Verizon Wireless, Danella, or G&O Drilling did NOT coordinate any of the permit work with the City of Brandon prior to commencement of work.
 3. Section 107.2(a) - Locates were not verified as required prior to commencement of work.
 4. Section 107.14 – G&O Drilling was unable to provide a copy of the utility permit issued by the City of Brandon for the work being performed at any time when asked to present.
 5. Section 107.15 - Potholing was not performed in order to verify existing infrastructure locations.
 6. Section 107.16 – The bore work performed was to cross City of Brandon infrastructure. Verizon Wireless, Danella, or G&O Drilling did not verify the location or depth of the existing lines prior to beginning bore work and did not contact the City of Brandon for assistance prior to commencement of work.
 7. Dirt and debris obstructing roadway in area at intersection of Woodgate Drive and Fern Valley Road.
 8. Utility permit was not on site to be provided to City of Brandon upon request.



PUBLIC WORKS DEPARTMENT
1000 Municipal Drive
Brandon, MS 39042
(601) 824-4579

Date: February 26, 2025

RE: Woodgate Drive at Willowbrook Lane
Water line damages – February 26, 2025
Verizon Wireless/Danella & G&O Drilling
Fiber Installation

From: Carly Beth Dearman – Public Works Operations Coordinator

Date & Time of Incident:	February 26, 2025 at approximately 2:45pm (Danella contacted Cassie Burnette in Community Development)
Location:	Woodgate Drive at Willowbrook Lane
Damage Description:	Damage to 8" waterline caused by fiber contractor while performing boring
Fiber Contractor Info:	G&O Drilling

- G&O Drilling contractors hit an 8" water main at the intersection of Woodgate Drive and Willowbrook Lane.
- The water main damage caused customers to be without water for approximately 4 hours while city crews made repairs.
- Cassie Burnette, City of Brandon Utility Permit Coordinator, corresponded with G&O Drilling and documented the water line damage.

Repair Detail

- Repairs to the 8" waterline were performed by the City of Brandon.
- An 8" wrap around was used to repair the hole made in the 8" waterline by G&O Drilling while performing fiber boring.

Utility Permit Information

- Utility Permit #: 241252
- Permit Holder: Danella on behalf of Version Wireless
- Sub-Contractor: G&O Drilling
- Permit Details: 1,234 ft of 2" conduit parallel to Willowbrook Lane and installation of fiber



MEMORANDUM

TO: HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN
FROM: CARLY BETH DEARMAN, PUBLIC WORKS OPERATIONS COORDINATOR
BOARD AGENDA: MAY 5, 2025
SUBJECT: UTILITY ADJUSTMENTS

Asking for your consideration to approve the attached utility adjustment recommendations for approval or denial by the Public Works Department pursuant to the City of Brandon Adjustment Policy.

The Mississippi Attorney General has opined the following regarding bill adjustments.

“Any policy allowing for the adjustment of a water customer’s bill must include a factual determination by the Municipal governing authorities that, because of unforeseen circumstances, the customer did not receive the benefits of the water service thereby warranting a reduction or compromise. Such factual determinations should be reflected in the Municipal minutes.”

Thank you for your consideration in this matter. Please let me know if you have any questions.

ATTACHMENTS:

- Utility Adjustments Listing

PUBLIC WORKS DEPARTMENT					
ADJUSTMENT APPROVALS FOR 05/05/2025 AGENDA					
UNPOSTED ADJUSTMENTS					
Account Number	Name	Address	Adjustment Description	Amount	
10381000.00 98	Merit Health Rankin	350 Crossgates Blvd	Cooling tower meter	-\$3,754.08	
61523000.00 98	Eugene John Gurtner	108 Sun Cove	Water heater valve malfunction	-\$175.64	
40937030.00 97	Courtney Sanders	253 Eastwood Drive	Broken line in yard	-\$529.39	
10250000.00 98	Robert Mitchell	6306 Brock Circle	Broken line under house	-\$230.29	
61794000.00 95	Donald Beavers	5161 Prairie Drive	Broken line under house	-\$182.95	
61228000.00 97	Rebecca Lal	128 Golden Estates Drive	Broken line in yard	-\$58.28	
60059000.00 98	Larry Quillen	405 E. Government Street	Pool Fill	-\$256.57	
61182000.00 98	Trudy Vinzant	111 Dana Street	Broken line in yard	-\$2,230.64	
60638000.00 98	Roxi Quinn	3061 Louis Wilson Drive	Broken line in yard	-\$73.90	
10108000.00 98	Lee Payton	677 Burnham Road	Broken line in yard	-\$301.38	
60636000.00 98	Larry Brewer	3059 Louis Wilson Drive	Broken line in yard	-\$169.71	
20352000.00 98	B Johnson	168 Woodgate Drive	Pool Fill	-\$28.36	
61003000.00 95	Lynne Hallman	407 Old Town Circle	Pool Fill	-\$104.50	
40625200.00 94	Latasha McGee	415 West Sunset Dr. Apt C23	Waive late fees	-\$20.87	
61208000.00 92	Rebecca Acey	815B South College Street	Waive late fees	-\$5.01	
61942000.00 98	Frank Harper	116 Windsor Blvd	Broken line in yard	-\$159.03	
10022500.00 98	Swanzetta Scott	285 Booker Lake Road	Broken line in yard	-\$2,814.54	
40481000.00 92	Missy Harris	317 Pearl Street	Wrong tenant # entered by customer	-\$299.00	
40481000.00 93	Missy Harris	317 Pearl Street	Wrong tenant # entered by customer	\$299.00	
30848000.00 97	Jason Jennings	151 Parkside Drive	Broken line in yard	-\$504.04	
50486000.00 86	Olivia Briones	119 Martin Road	Billing Error	-\$42.02	
10711000.00 98	William Hart	200 Terrace Drive	Waive late fees (customer had leak on BD)	-\$119.49	



MEMORANDUM

TO: HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN
FROM:
DATE: 04/28/2025
SUBJECT: SET PUBLIC HEARING FOR MAY 19, 2025 FOR CASE #25-0

ATTACHMENTS:

1. Memo - set public hearing



MEMORANDUM

TO: HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN
FROM: SAM HAWKINS
CC: MARK BAKER, MARY ANN HESS
BOARD AGENDA: MAY 5, 2025
SUBJECT: SET PUBLIC HEARING FOR THE FOLLOWING CASE FOR MAY 19, 2025

1. Conditional Use application case #25-011 – for Keith Humphrey to install a manufactured home on his lot located at 609 Luckney Rd. (Parcel # H9P-2-31)

ATTACHMENTS:



MEMORANDUM

TO: HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN
FROM:
DATE: 05/05/2025
SUBJECT: CONSIDERATION OF THE APPLICATION FOR A PIT BULL BR

ATTACHMENTS:

1. Hinkley.4.8.25 corres and application
2. HEEP Letter with attachment
3. Gallor Corres.3.27



MEMORANDUM

TO: HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN
FROM: JOSEPH FRENCH
DATE: 05/05/2025
SUBJECT: ACCEPT RESIGNATION OF G HILL

Consideration to accept the resignation of Gavin Hill, dispatcher for the City of Brandon, effective on May 7, 2025.

ATTACHMENTS:

1. 5-5 G. Hill

MAYOR
Butch Lee



CHIEF OF POLICE
Joseph French

To: The Mayor Butch Lee and Board of Aldermen

Date: May 5, 2025

From: Joseph French, Chief of Police

Ref: **Resignation**

The Mayor Lee and Board of Aldermen,

Please accept the resignation of Gavin Hill as he will be resigning from his current position as Communication Officer for the City of Brandon Police Department.

Please make effective for May 7, 2025.

Thank you for your consideration,

Joseph French
Chief of Police



POLICE DEPARTMENT

Resignation Letter

Gavin Hill

05/04/2025

Dear Lieutenant Ramage,

I hope this message finds you well,

I am writing to formally resign from my position as a Dispatcher at the Brandon Police Department, with my final shift being on 05/07/2025. This decision was not made lightly, and after careful consideration, I have chosen to pursue an opportunity that will allow me to continue growing personally and professionally.

I want to express my deepest gratitude for the opportunities, support and experiences I've gained during my time here. Working under your leadership and alongside such a dedicated team has truly helped shape my career in ways I will always be thankful for. The trust and responsibility that were placed in me gave me the chance to develop skills and gain experiences that will serve me well for the rest of my professional journey.

Please know that my decision is motivated by a desire to continue advancing my career and not from any dissatisfaction with my experience at the Brandon Police Department. I am sincerely thankful for everything that this role has provided me, and I carry nothing but appreciation and respect as I move forward.

Thank you once again for everything. I look forward to staying in touch and wish the Brandon Police Department continued success in the future

With appreciation,

Gavin Hill



MEMORANDUM

TO: HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN
FROM: BRIAN ROBERTS
DATE: 04/25/2025
SUBJECT: **CONSIDERATION TO REMOVE OFF THE ROSTER AND PAYROLL PART-TIME
FIREFIGHTER/PARAMEDIC JEREMY KING EFFECTIVE MAY 5, 2025.**

The department respectfully requests your consideration to remove Jeremy King from our payroll and roster as a part-time firefighter/paramedic effective May 5, 2025, and keep him on our reserve list in order to keep his certifications for Fire Minimum Standards.

Thank you for your consideration.

ATTACHMENTS:

None



MEMORANDUM

TO: HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN
FROM: BRIAN ROBERTS
DATE: 04/28/2025
SUBJECT: **REQUEST CONSIDERATION TO TRAVEL TO TISHOMINGO STATE PARK, MS TO PARTICIPATE IN MS FIRE ACADEMY'S ADVANCED ROPE RESCUE WORKSHOP: WILDERNESS 100 TRAINING CLASS FROM SEPTEMBER 28, 2025, TO OCTOBER 1, 2025, FOR BATTALION CHIEFS ADCOCK AND BECK.**

The fire department respectfully requests your consideration for Battalion Chiefs Adcock and Beck to travel to Tishomingo State Park, MS from September 28, 2025, to October 1, 2025, and approve all travel expenses, including hotel, meals, and Fuelman for gas. They will be participating in the Mississippi Fire Academy's Advanced Rope Rescue: Wilderness 100 Class.

Thank you for your consideration.

ATTACHMENTS:

1. Advanced Rope Rescue Workshop BC Adcock and Beck 042825

Training Event

ADVANCED ROPE RESCUE WORKSHOP: WILDERNESS - 100

Advanced Rope Rescue Workshop: Wilderness

This advanced rescue workshop will take students out of their customary urban / industrial setting and to the pristine cliffs of northeast Mississippi. The course will build on skills acquired in NFPA Rope Rescue Technician and apply them to the wilderness environment. Topics include artificial anchors, artificial high directional (AHDs), litter tending, horizontal rope systems, and an emphasis on individual movement on rope.

NOTE: Students must pass entrance skills on the first day to continue in the course. Skills include ascending and descending rope, knots, anchors, & simple mechanical advantages.

ASCENDING: Ascend 30' on a conventional sit-stand / rope access ascending system. Demonstrate the ability to down-climb 10'. Change over to descent on an approved auto-locking descender. Rappel to the ground. Complete in under 8 minutes. Two attempts allowed.

TIE: Figure Eight on a Bite, Double Loop Figure Eight, Clove Hitch, Bowline, Prusik Hitch, Munter Hitch w/Tie-Off, Square Knot, Double Fisherman's Knot, Water Knot in webbing

TIE/ANCHOR: Tensionless Anchor, Wrap-3 Pull 2 Anchor

RIG/OPERATE: 3:1 Z-Rig Mechanical Advantage System

Training Dates 09/29/2025 - 10/01/2025

Prerequisites Rope Rescue Technician

Registration Dates 02/07/2024 - 09/15/2025

Available Seats -2

The maximum capacity for this class has been reached. Your request can be added to the waitlist. Additional seats may become available for future enrollment.

Hours 24h 0m

Fee \$60.00

Training Location Tishomingo State Park
105 Co Rd 90
Tishomingo, MS 38873

Directions to Location Tishomingo State Park

Resources Required Students are responsible for meals and lodging. Lunches will be backpacked into the field. Camping, RV access, and cabins are available through Tishomingo State Park.

Students are encouraged to bring their own harness, ascending system, descender, and other rescue kit they might use in the field. All gear is subject to inspection and should be of safe condition and age. Short pants will not be allowed, and hard sole boots are mandatory during field activities. Students should review and bring information acquired during Rope Rescue Technician to class.

Students shall bring an ANSI Type 1 rescue helmet and gloves to class.

**Reporting
Instructions** None Specified

Signup Details Contact your Training Officer to get registered.



MEMORANDUM

TO: HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN
FROM: BRIAN ROBERTS
DATE: 04/28/2025
SUBJECT: **CONSIDERATION TO APPROVE THE PURCHASE OF UNIFORM PANTS FROM THE SOUTHERN CONNECTION AS THE LOWEST AND BEST QUOTE AND AUTHORIZE PAYMENT OF THE SAME.**

The fire department respectfully requests your consideration to purchase uniform pants from The Southern Connection for \$6,838.80. The department received two quotes for the uniform pants from EEP and The Southern Connection. The Southern Connection was the lowest and best quote. We have money budgeted for these pants.

- The Southern Connection – 120 pairs at \$56.99 a pair-Total =\$6,838.80
- EEP – 120 pairs at \$67 a pair-Total = \$8,040.00

Thank you for your consideration.

ATTACHMENTS:

1. Quotes for Uniform pants 042825

QUOTE

Sales Order #9284A
Quoted: 4/9/2025
Page 1



The Southern Connection Police Supplies

274 Commerce Park Dr, Suite M
Ridgeland, MS 39157
tscps@bellsouth.net
(601) 853-3106

Bill To: BRANDON FIRE DEPARTMENT

BRANDON FIRE DEPARTMENT

601-824-4636

cpalmer@brandonms.org; broberts@brandonms.org

INSTRUCTIONS: 74369

Order Status: Open

JSCLATER

Workstation: 0

Item Name	Attribute	Size	Qty	Price	Ext Price	Lookup	Item #
5.11 TACTICAL STRYKE PANTS	BATTLE B	30/36	120	\$56.99	\$6,838.80		30848
	5.11 TACTICAL						
	Stryke Pant						

Total Qty Ordered: 120 0 120

Percent Unfilled: 100

Subtotal: \$6,838.80
0 % Tax: + \$0.00
TOTAL: \$6,838.80
Exempt
Deposit Balance: \$0.00
Balance Due: \$6,838.80

THIS QUOTE EXPIRES IN 30 DAYS

Remit To:

EEP
PO BOX 1739
Southaven, MS. 38671
PH: (662) 280-4729
Fax: (662) 342-7251



DIESEL
POWERSOLUTIONS
A DIVISION OF EMERGENCY EQUIPMENT PROFESSIONALS, INC.

QUOTE
223048

CUSTOMER NO.
111

BILL TO:

Brandon, City Of
Attn: Accts Payable Dept
P O Box 1539
Brandon, MS 39043

SHIP TO:

Brandon, City Of
Attn: Accts Payable Dept
P O Box 1539
Brandon, MS 39043

PHONE: 601/824-4636
FAX: 601/824-4639

Visit our website at www.emergencyequipment.us

PAGE 1

DATE		SHIP VIA		F.O.B.		TERMS			
04/24/25		SHIP COMPLETE				NET 30 DAYS			
PURCHASE ORDER NUMBER			ORDER DATE		SALESPERSON		OUR QUOTE NUMBER		
CAROLYN PALMER			04/24/25		WM CR		223048		
QUANTITY		ITEM NUMBER		DESCRIPTION		UNIT PRICE		AMOUNT	
REQUIRED	SHIPPED								
120		511.74369-116-36-32		STRYKE PANTS FLXTAC-BATTLE BRN		67.00		8,040.00	
Please note: Invoices paid by Credit Card will have a 3% fee added to the Total Quote Amount shown below									
Pricing quotes are estimates only. Due to volatility in material cost, pricing, surcharges, etc., orders will not be accepted until pricing is verified from the vendor. Both the purchaser and Emergency Equipment Professionals, Inc. will approve final pricing before the order is finalized.									
If the supplier to EEP modifies prices after the order has been submitted, the customer will have the right to cancel without penalty.									

Terms and Conditions: Interest will be charged at the rate of 1 1/2% per month, or 18% annually on any unpaid balance. Customer agrees to pay reasonable attorney's fee and all other costs of collection after default. All orders received "As Ordered" and returned are subject to a 20% restocking fee. No returns are allowed without prior written approval from Emergency Equipment Professionals. All shortages and discrepancies must be reported to Emergency Equipment Professionals within 10 days of receipt of shipment. No cash refunds will be given.



MEMORANDUM

TO: HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN
FROM: BRIAN ROBERTS
DATE: 04/29/2025
SUBJECT: **CONSIDERATION APPROVING TRAVEL TO VICKSBURG, MS FOR THE ANNUAL FIREFIGHTERS AND FIRE CHIEFS SUMMER CONFERENCE MAY 28-JUNE 1, 2025, FOR BATTALION CHIEF ERIC STRINGER.**

The fire department respectfully requests your consideration for Battalion Chief Eric Stringer to Vicksburg, MS May 28, 2025-June 1, 2025, to attend the MS Fire Chiefs and Firefighters Summer Conference and approve all travel expenses. The conference (including hotel, meals and fuelman) is a budgeted item for FY 25.

Thank you for your consideration.

ATTACHMENTS:

None



MEMORANDUM

TO: HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN
FROM: BRIAN ROBERTS
DATE: 04/30/2025
SUBJECT: **CONSIDERATION TO APPROVE CHIEF ROBERTS AND CAROLYN PALMER TO TRAVEL TO BILOXI, MS TO ATTEND THE EMERGENCY SERVICES ADMINISTRATIVE PROFESSIONAL ASSOCIATION CONFERENCE SEPTEMBER 2-SEPTEMBER 5, 2025 AND APPROVE ALL TRAVEL EXPENSES.**

The department respectfully requests your consideration to approve Chief Brian Roberts and Carolyn Palmer to travel to Biloxi, MS September 2-September 5, 2025, to attend the Emergency Services Administrative Professionals Association Conference and approve all travel expenses and conference registration. There is money budgeted for this conference in our 2025 fiscal year.

Thank you for your consideration.

ATTACHMENTS:

1. ESAP 2025 Registration form 043025



2025 ESAP CONFERENCE

REGISTRATION FORM

Registrant Details:

Full Name *

First Name

Last Name

Mailing Address *

Street Address

Street Address Line 2

City

State / Province

Postal / Zip Code

Place of Employment: *

Title/ Position: *

Phone Number *

(000) 000-0000

E-mail *

ex: email@yahoo.com

example@example.com

Shirt Size (PLEASE note that shirts are NOT guaranteed for late registrants):

Please Select



Will this be your first ESAP Conference?: *

☐ Yes

☐ No

Do you have dietary restrictions:

☐ Yes

☐ No

DUES & REGISTRATION FEES:

Please check applicable boxes. Please note that you must check membership box in order to register for conference. If you are ONLY paying for membership this year and WILL NOT be attending the conference, please check the "MEMBERSHIP ONLY" box under Conference Registration.

MEMBERSHIP DUES (REQUIRED/ PLEASE CHECK BOX) *

☐ 2025 MEMBERSHIP DUES \$ 50

CONFERENCE REGISTRATION *

☐ CONFERENCE REGISTRATION (Early, Postmarked by 8/3/2025) \$200

☐ CONFERENCE REGISTRATION (LATE, Postmarked AFTER 8/3/2025) \$225

☐ MEMBERSHIP ONLY. I WILL NOT be attending the 2025 Conference.

GUEST EVENT TICKET

☐ GUEST TICKET (includes social event ONLY) \$ 30

☐ No Guest Ticket Needed

TOTAL DUE

\$0

METHOD OF PAYMENT:

Please check the applicable payment method:

☐ Check enclosed:
All payments should be mailed to
ESAP
PO Box 623
CANTON, MS 39046

Check#

☐ Invoice my Department

PO#

☐ I will be bringing my payment to the conference. NOTE: all payments received after 8/3/2025 are considered LATE registration.

IMPORTANT NOTE: Please include a copy of the registration form or attendee's name on check when sending against a purchase order.

HOTEL RESERVATION INFORMATION

Hotel & Venue:

The Golden Nugget

151 Beach Blvd.

Biloxi, MS 39530

Room Rates:

\$69.00 to \$89.00 nightly

(plus tax & fees)

Reservation Info:

Use GROUP CODE: **S250363**

Call 800-777-7568

or

Direct Link:

[https://goldennuggetbiloxi.reztrip.com/ext/promoRate?
property=1262&mode=b&pm=true&sr=1002929&vr=3](https://goldennuggetbiloxi.reztrip.com/ext/promoRate?property=1262&mode=b&pm=true&sr=1002929&vr=3)

Please note that cut-off date: Thursday, August 3, 2025 or until block is full.