

AGENDA
BRANDON BOARD OF ALDERMEN & MAYOR
REGULAR BOARD MEETING
BUTCH LEE, MAYOR PRESIDING
OCTOBER 20, 2025

A. CALL TO ORDER

B. INVOCATION AND PLEDGE OF ALLEGIANCE

1. Prayer: Millie McKay
2. Pledge of Allegiance: Brooklynn Harvey

C. PUBLIC COMMENTS AND RECOGNITIONS

D. OLD BUSINESS

1. Approve the Regular Board Meeting Minutes of October 6, 2025 and the Special Called Board Meeting Minutes of October 7, 2025.

E. BUTCH LEE, MAYOR

1. Consideration to approve an invoice for professional services from Ashley Farms & Trucking, LLC in the amount of \$122,500.00 for grinding wood waste on Marquette Road and authorize payment of the same.
2. Consideration to approve travel to Jackson, MS for city officials to attend the 2026 MML Mid-Winter Meetings in January 2026 and authorize payment of conference fees.
3. Consideration to approve a professional services contract for catering the Veterans' Day Breakfast on November 11, 2025, from Catered Occasions of Mississippi.
4. Consideration to approve a professional services contract for catering the Homeowners Association Annual meeting on November 12, 2025, from Catered Occasions of Mississippi.

F. MARY ANN HESS, CITY CLERK

1. Consideration to approve a professional services agreement for the purposes of promoting tourism in accordance with HB1521 (2023 MS Legislative Session) and other lawful and related purposes; authorize the Mayor to execute the same; and approve payment of all show related expenditures, Ryder Grimes and City of Brandon Agreement
2. Consideration to approve a professional services agreement with Simmons Landscape, LLC for turf and planting bed weed control services at all, Brandon owned, planting beds at the terms listed in the professional service agreement and authorize the mayor to execute all related documents. This item is budgeted in FY 2026.
3. Consideration to approve a professional services agreement with Simmons Landscape LLC for turf and planting bed weed control services at the Brandon Amphitheater at the terms listed in the professional service agreement and authorize the mayor to execute all

related documents. This item is budgeted in the FY 2026 budget.

4. Consideration to approve the service agreement from Metro Building Services for HVAC equipment maintenance cost of \$40,060.00 with an option for a second coil cleaning and sanitizing of \$2,760.00 and a total annual service agreement cost of \$42,820.00 and authorizing the Mayor to execute all related documents. A second quote was received from Environment Masters in the amount of \$42,610.00 and \$45,891.00 respectively.
5. Consideration to approve the CMPDD District Assessment for the Fiscal Year 2026 in the amount of \$9,410.00 and authorize payment for the same.
6. Consideration to approve payment to iWorQ in the amount of \$9,439.00 for the renewal of the permit management and citizen request software.
7. Consideration to approve an Amphitheater sponsorship agreement with Visit Mississippi for the 2026 concert season and authorize the Mayor to execute the same.
8. Consideration to approve an insurance policy from the Mississippi Municipal Liability Plan for uninsured motorist coverage.
9. Consideration to approve budget amendments for fiscal year 2025 and authorize publication of the same.
10. Request permission to hire Keith Wilson as Facility Maintenance Specialist effective October 21, 2025, and set rate of pay according to the memo.
11. Consideration to approve:
 - a. Docket of Claims for October 20, 2025.
 - b. Fox Everett claims released on October 21, 2025.

G. ALEX WADE, PUBLIC WORKS DEPARTMENT

1. Consideration to declare an emergency the electrical repairs to the North Street Water Well, approve invoice #849276 in the amount of \$5,000.00 from Bunch Electrical, LLC, and authorize payment of the same.
2. Consideration to approve Pay Request 1 in the amount of \$70,743.84 from Jose Serra Construction, LLC for the West Sunset Drive Waterline Replacement Project and authorize payment of the same.
3. Consideration to approve Pay Request 4 in the amount of \$390,135.05 from Thornton Construction Company for the Grants Ferry Parkway Shared Use Path LPA Project and authorize payment of the same.
4. Consideration to approve Pay Request 4 in the amount of \$598,196.00 from Griner Drilling Service, Inc. for the Cornerstone Water Well Project and authorize payment of the same.
5. Consideration to renew the bid for Herbicide Treatment of Right-of-Ways, Ditches, Detention Ponds, & Cemeteries with Chempro Services, Inc. for the 2025 season.
6. Consideration to renew the commodity bid for Yard Restoration Sod Installation with

Murphy's Lawn & Landscape for FY26 - October 1, 2025 thru September 30, 2026.

7. Spread on the minutes the receipt of payment reimbursement in the amount of \$10,930.00 from Geico Marine Insurance Company for emergency repairs to the traffic signal at Highway 80 and Value Road due to a traffic accident which occurred on 6/28/2025. The Board declared an emergency repair to the traffic signal and authorized payment for repairs on August 4, 2025.
8. Permission to advertise for bid the following items as FY26 commodity bids.
 - Chlorine & Fluoride
 - Road Striping
 - Concrete Construction Services
 - General Construction Services
 - CCTV Services

H. JOEY BARNETTE, COMMUNITY DEVELOPMENT

1. Consideration to approve the purchase of one (1) 2025 Ford Maverick from Gray-Daniels Ford in the amount of \$28,861.15. Another quote was obtained from Mac Haik Ford in the amount of \$29,020.00.
2. Consideration to rezone existing property zoned R12 – Suburban Neighborhood to NC - Neighborhood Center for Merle Jones East Estate on 344 Hwy 468 (Parcel # I8B-5 PPIN # 31579).
3. Consideration of a comprehensive sign plan for Gray Daniels Lincoln Case # 25-035 located at 1731 W. Government Parcel # H8M-6-31
4. Resolution regarding Clean-up of Nuisance in accordance with MCA § 21-19-11 for 131 Meadowlane Drive.
5. Consideration of a comprehensive sign plan for Revell Ace Hardware Case# 25-037 located at 204 East Government Street Parcel # I8K-47.

I. JOSEPH FRENCH, POLICE CHIEF

1. Request permission to accept \$1,170.59 from the US Department of Justice equitable share forfeiture and deposit the funds into drug seizure.
2. Consideration to approve the following quotes as the lowest and best received for outfitting new vehicles and authorize payment of the same:
 - Comsouth - purchase of radios in the amount of \$21,720.14 which will be reimbursed using MS WIN funds
 - Lakeland Glass & Tint - striping vehicles in the amount of \$9,500.00
 - Rick's Pro Truck - upfitting of vehicles in the amount of \$26,283.00
 - Rick's Pro Truck - purchase and installation of vehicle k9 kennel in the amount of \$4,603.00

J. EXECUTIVE SESSION

K. ADJOURN

[MEET_FOOT]

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

- A. CALL TO ORDER - Mayor Lee and Aldermen Farris, King, Womack, Williams (by telephone), Vinson, Coker, and Craine were present.
- B. INVOCATION AND PLEDGE OF ALLEGIANCE – Mark C. Baker, Sr. gave the invocation and Piper Smith led the Pledge of Allegiance.
- C. PUBLIC COMMENTS AND RECOGNITIONS: None.
- D. OLD BUSINESS
 - 1. Approve Minutes of Special Board Meetings of September 18, 2025 and September 23, 2025 and the Regular Board Meeting Minutes of September 15, 2025.

Alderman Womack made the motion to approve agenda item D.1, seconded by Alderman Craine and upon affirmative vote of the members present the motion carried.

E. BUTCH LEE, MAYOR

- 1. Advertise the christening of the USS Louis H. Wilson Jr., in the Rankin County News, not to exceed \$1300.00.

Alderman Womack made the motion to approve agenda item E.1, in accordance with the memo from the Mayor's Office, which are appended hereto with attachment, 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 interest of the citizenry, seconded by Alderman Craine and upon affirmative vote of the members present the motion carried.

- 2. Approve professional services agreement with Kiser Traffic and Engineering for a detailed study to determine the viability and cost associated with constructing a round-about at the intersection of South College Street and Hwy 486 (3-way stop) and authorize the Mayor to execute the same.
- 3. Authorize application to the State Revolving Loan Program (SRLP) for the installation of a new water well at the Star Road Fire Station site and authorize the development of specifications and advertisement for bids for the project.
- 4. Authorize the solicitation for professional services proposals for evaluating potential future water well sites for planning purposes by drilling test wells to determine water quality and potential volume from each location for future planning purposes.
- 5. Approve the purchase of 1.29 wetland credits in the amount of \$3,870.00 from Wildlife Mississippi related to the Highway 18 Sanitary Sewer and Waterline Project (MVK-2025-00572) and authorize payment of the same.

6. Approve Pay Request #1 from Gilreath Construction Company, LLC in the amount of \$143,046.25 for the Civic Center (Big Room) Renovation Project and authorize payment of the same.
7. Approve Chief Joseph French and Community Development Director Joey Barnette to travel to Tupelo, Mississippi on October 7-8, 2025, to meet with city officials regarding zoning enforcement procedures.

Alderman Vinson made the motion to approve agenda items E.2-E.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.

8. Public Hearing and Action re: Temporary Moratorium on Residential Preliminary Plat Approvals, incorporating and replacing the existing BTR moratorium.

The Public Hearing was opened whereupon the Community Development Director advised that all of the prerequisites for the Public Hearing have been met and that the Planning Commission voted to recommend adoption of the proposed ordinance. Thereafter those desiring to provide public comments were given an opportunity to speak whereupon the following made public comments: John Scanlon on behalf of Grant's Ferry Development, spoke in opposition and provided documents to be appended to the Minutes of the Public Hearing. In addition, Ronnie Garner, Will Miller, Freddie Harrell and Waymon Tigrett, spoke in opposition to the adoption of the ordinance. The Public Hearing was then closed.

Alderman Vinson made the motion to table action on the adoption of an ordinance granting the temporary moratorium to the October 20, 2025 Regular Board meeting seconded by Alderman Womack and upon affirmative vote of the members present, the motion carried. The stay enacted by the Resolution setting the Public Hearing shall remain in place pending board action regarding the adoption of the proposed ordinance.

F. MARY ANN HESS, CITY CLERK

1. Approve professional services agreements for the purpose of promoting tourism, parks and recreation, 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:
 - Legendbound Touring, Inc. f/s/o Armani White and City of Brandon Artist Agreement
 - Maddox Batson, LLC f/s/o Maddox Batson and the City of Brandon Artist Agreement Zach Top - Live Nation Sell-off Agreement
 - Charlie Wilson - Live Nation Sell-off Agreement
2. Accept the quote from A-1 Kendrick Fence Co. in the amount of \$7,424.40 to replace 230 linear feet of (8) eight-foot-high dog-ear cedar fence in the amount of. A second quote was received from Gomez Fence Co. in the amount of

\$9,738.00.

3. Authorize preparation of specifications and advertisement for bids to replace the Library HVAC Chiller. The item is budgeted.
4. Approve a professional services agreement with Techsource Solutions for IT services and authorize the Mayor to execute the same.
5. Approve an Agreement to Collect Municipal Debt with Municipal Intercept Company, LLC and change the name of the City of Brandon's debt coordinator and authorize Mayor to execute the same.
6. Spread on the Minutes correspondence from the Mississippi Department of Wildlife, Fisheries, and Parks notifying the City of Brandon denying the City's request for funding in the Recreation Trails Program for FY 2025.
7. Spread on the Minutes the PFAS testing results from Stag Liuzza, LLC, the City's PFAS claim counsel.
7. Authorize a Flu Shot Clinic for City personnel on Wednesday, October 15, 2025, from 7:30 a.m. - 9:30 a.m.; first finding that this benefit is critical to ensuring adequate staffing during the cold and flu season, which is a direct benefit to the citizenry and results in an overall savings to the City from the standpoint of lost time from work.
8. Approve the Municipal Compliance Questionnaire for fiscal year 2025 and authorize the Mayor and Clerk to sign the same.
9. Hire Stephanie Pickle as Accounts Payable Specialist effective October 7, 2025, and set rate of pay in accordance with the memo.
10. Hire Jill Keys and Courtland Young as runners for the Amphitheater effective October 7, 2025, and set rate of pay in accordance with the memo.
11. Approve:
 - a. Docket of Claims for October 6, 2025.
 - b. Fox Everett claims released on October 2, 2025.
 - c. Electronic fund transfers for September 2025.
12. Monthly report of privilege licenses.

Alderman Womack made the motion to approve agenda items F.1 – F.11(a)-(c), in accordance with the memos from the City Clerk's Office, which are appended hereto with attachments, seconded by Alderman Craine and upon affirmative vote of the members present the motion carried.

G. ALEX WADE, PUBLIC WORKS DEPARTMENT

1. Approve the following invoices from Hemphill Construction Company for non-emergency repairs and authorize payment of the same. All invoices listed were

for FY25 and rendered at the FY25 General Construction Services commodity bid pricing, to-wit:

- Near 104 The Hills - \$9,100.24 - invoice#: H25090-01-F-58803 - fire hydrant replacement
 - Near 110 Chalet Strasse - \$8,223.39 - invoice#: H25090-01-F-58804 - fire hydrant replacement
 - 45 Sagewood Drive - \$9,553.29 - invoice#: H25090-01-F-58838 - sewer leak repair
 - 2188 Highway 18 - \$9,566.89 - invoice#: H25090-01-F-588994 - water leak repair
 - 80 Summit Ridge Drive - \$14,216.47 - invoice#: H25106-01-F-58784 - sewer repair due to utility bore
 - 329 Eastridge Drive - \$7,536.32 - invoice#: H25106-01-F-48809 - storm drain pipe repair
2. Approve the following from ERS, Inc. for the Richland Creek Stonebridge NRCS EWP Ditch Project. These items are the final documentation to close out this project, to-wit:
- Pay Request #2 in the amount of \$337,749.59 and authorize payment of the same.
 - Contract Amendment #1 (Final Summary Change Order) at a decrease of \$4,558.57 in the project cost due to final project quantities and authorize the Mayor to execute the same.
 - Pay Request #3 (Final) in the amount of \$23,796.07 and authorize payment of the same.
3. Approve the following from Adcamp, Inc. for the 2024 Street Overlay Project, to-wit:
- Final Summary Change Order #2 in the amount of \$87,488.51 at an increase in the project cost and authorize the Mayor to execute the same. The Final Summary Change Order #2 is an increase in the project cost due to striping on Crossgates Drive.
 - Pay Request 11 FINAL (2) in the amount of \$35,000.30 and authorize payment of the same.
4. Approve the following invoices from Hemphill Construction Company for emergency repairs and authorize payment of the same. All invoices listed were for FY25 and rendered at the FY25 General Construction Services commodity pricing, to-wit:
- 709 Sawgrass Lakes Drive - \$7,784.47 - invoice#: H25090-01-F-59194 - emergency sewer line repair due to Comcast cable bore
 - Near 231 Appleridge Road - \$10,165.00 - invoice#: H25090-01-F-58891 - continuation of emergency manhole repair

- Near 206 Overlook Drive - \$8,921.76 - invoice#: H25106-01-F-59501 - emergency storm drain repair
5. Declare as an emergency in accordance with MCA Section 31-7-13(k), the repairs and replacement of the storm drain pipe near 203 East Government Street from Highway 80 to Tamberline Street (Black Street - North of Highway 80) due to failure in the storm drain pipe causing a large sinkhole in the roadway and approve the following invoices from Hemphill Construction Company for the emergency repairs and authorize payment of the same.
 - Invoice#: H25090-01-F-59147 - \$29,838.23
 - Invoice#: H25090-01-F-59147 (2) - \$68,703.48
 - Invoice#: H25106-01-F-59147 - \$35,523.91
 6. Approve a Professional Services Agreement with Ashley Transport, LLC/Ashley Farms & Trucking LLC for wood waste grinding services.
 7. Approve the following regarding the utility damage reimbursement payment received from Deviney Construction, a sub-contractor for ATT, to-wit:
 - Accept the reimbursement payment from Deviney Construction, a sub-contractor for ATT, in the amount of \$9,466.28 for damage to a City of Brandon waterline near 355 Crossgates Blvd on 5/21/2025.
 - Approve the corresponding Release and Settlement of Claims for the reimbursement payment and authorize the Mayor and City Clerk to execute the same.
 8. Approve utility adjustment approvals and denials pursuant to the memo, first finding that the adjustment was due to unforeseen circumstances and that the customer did not receive the benefit of the utility.
 9. Approve the following from Hemphill Construction Company for the Dining Poindexter New Parking Lot Project. These items will finalize the project, to-wit:
 - Final Summary Change Order in the amount of \$11,000.85 due to final project quantities, at an increase in the project cost and authorize the Mayor to execute the same, first finding that the Final Summary Change Order, first finding that this change to the original contract is necessary and would better serve the purpose of the agency or the governing authority, and that such change shall be made in a commercially reasonable manner and is not made to circumvent the public purchasing statutes.
 - Pay Request #6 FINAL, including the Final Summary Change Order, in the amount of \$22,153.19 and authorize payment of the same.
 10. Approve the following from Hemphill Construction Company for the Highway 18 Disotell Blvd Improvements Turn Lane Extension Project 2025. These items will

finalize the project, to-wit:

- Pay Request #1 in the amount of \$117,252.23 from Hemphill Construction Company, Inc. and authorize payment of same.
 - Final Summary Change Order at an increase of \$3,778.40 in the project amount due to project quantities and authorize the Mayor to execute the same, first finding that this change to the original contract is necessary and would better serve the purpose of the agency or the governing authority, and that such change shall be made in a commercially reasonable manner and is not made to circumvent the public purchasing statutes.
 - Pay Request #2 (Final), including the Final Summary Change Order, in the amount of \$9,971.17 and authorize payment of same.
11. Accept the bid of Simmons Erosion Control, Inc, for Base Bid, Alternate #1 and Alternate #3, as the lowest and best bid received, for the Kennedy Farm Parkway Multi-Use Path in the amount of \$175,693.40, as recommended by the City's engineering firm, Benchmark Engineering & Surveying, LLC, and authorize the Mayor to execute contract documents.

Alderman Farris made the motion to approve agenda items G.1 – G.11, in accordance with the memos from the Public Works Department, which are appended hereto with attachments, seconded by Alderman Womack and upon affirmative vote of the members present the motion carried.

H. JOEY BARNETTE, COMMUNITY DEVELOPMENT

1. Approve a Professional Services Agreement with Orion Planning + Design to assist the City with updating the City of Brandon's Zoning Plan and authorize the Mayor to execute the same.
2. Set a Public Hearing during the Regular Board Meeting on October 20th, 2025, for consideration of the application to rezone property zoned R12 - Suburban Neighborhood to NC - Neighborhood Center for Merle Jones East Estate on 344 Hwy 468 (Parcel# 188-5 PPIN # 31579).
3. Authorize Joey Barnette and Randy Barnes to attend the Deep South Planning Conference, hosted by the Mississippi and Alabama Chapters of the American Planning Association, at the Trent Lott National Center in Hattiesburg, Mississippi on October 28-30, 2025 and approve related travel expenses.

Alderman Coker made the motion to approve agenda items H.1-H.3, in accordance with the memos from the Community Development Department, which are appended hereto with attachments, seconded by Alderman King and upon affirmative vote of the members present the motion carried.

4. Accept Final Plat for Hyde Park, Phase 2

Alderman Vinson made the motion to approve agenda item H.4, in accordance with the memo from the Community Development Department, with attachment, which is appended hereto, and subject to the completion of the conditions set forth therein, seconded by Alderman Womack and upon affirmative vote of the members present the motion carried.

I. JOSEPH FRENCH, POLICE CHIEF

1. Accept the resignation of Communications Officer Chantell Williams effective September 26, 2025.
2. Promote Sgt. Jerry Spell to the rank of Deputy Chief and set the rate of pay according to the memo.
3. Hire Lafayette Martin II, as a Patrolman for the City of Brandon Police Department and set the rate of pay according to the memo, effective October 7th, 2025.

Alderman Womack made the motion to approve agenda items I.1-I.3, in accordance with the memos from the Police Department, which are appended hereto with attachment, seconded by Alderman Craine and upon affirmative vote of the members present the motion carried.

J. BRIAN ROBERTS, FIRE CHIEF

1. Authorize application for FY 26 Emergency Medical Services Operating Fund (EMSOF) grant in the amount of \$15,330.00 and authorize the Mayor, Finance Director and Carolyn Palmer (Grant Administrator) to execute all related documents.
2. Approve a Professional Services Agreement with Region 8 Mental Health Services Employee Assistance Program for the fire and police departments and authorize Chief Brian Roberts and Chief Joseph French to execute the same.

Alderman Womack made the motion to approve agenda items J.1 & J.2, in accordance with the memos from the Fire Department, which are appended hereto with attachments, seconded by Alderman Vinson upon affirmative vote of the members present the motion carried.

Alderman Craine left the board meeting and unless otherwise herein-after, did not return.

K. EXECUTIVE SESSION

Alderman Womack made the motion to consider the need to enter into Executive Session, seconded by Alderman Farris and upon affirmative vote of the members present the motion carried.

Alderman Farris then made the motion to enter into Executive Session to discuss the transaction of business regarding the prospective purchase of land and the location, relocation or expansion of a business or an industry, seconded by Alderman Vison and 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 Coker and upon unanimous vote the motion carried.

(That there were no votes taken in Executive Session was announced upon resuming the Regular Board Meeting out of Executive Session).

L. ADJOURN

Alderman Coker made the motion to adjourn the Regular Board Meeting, seconded by Alderman Womack and upon affirmative vote of the members present the motion carried.

(Next Regular Board Meeting: October 20, 2025).

Minutes approved this the 20th day of October 2025.

Hon. Butch Lee, Mayor

Attest:

Hon. Mary Ann Hess, City Clerk

MINUTES
BRANDON BOARD OF ALDERMEN & MAYOR
SPECIAL CALLED BOARD MEETING
BUTCH LEE, MAYOR PRESIDING
OCTOBER 7, 2025

1. CALL TO ORDER - Mayor Lee and Aldermen Farris, Coker, Craine, Womack (by phone), and Jereme King (by phone) were present. Alderman Vinson and Williams were absent.

2. SPECIAL BOARD MEETING NOTICE

1. Append the Special Called Meeting Notice to the Minutes.

Alderman Farris made the motion to approve agenda item 2.1, seconded by Alderman Coker and upon unanimous vote the motion carried.

3. BUTCH LEE, MAYOR

1. Consideration to authorize a Landowner Authorization Agreement Right-of-Entry between Entergy, Mississippi, LLC and the City of Brandon, Mississippi.

Alderman Craine made the motion to approve agenda item 3.1 in accordance with the memo from the Mayor's Office, which is appended hereto, seconded by Alderman Farris and upon unanimous vote the motion carried.

4. ADJOURN

Alderman Craine made the motion to adjourn the Special Called Board Meeting, seconded by Alderman Coker and upon unanimous vote the motion carried.

Minutes approved this the 20th day of October 2025.

Hon. Butch Lee, Mayor

Attest:

Hon. Mary Ann Hess, City Clerk



MEMORANDUM

TO: HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN
FROM: BUTCH LEE
DATE: 10/17/2025
SUBJECT: INVOICE - ASHLEY FARMS

- Consideration to approve an invoice for professional services from Ashley Farms & Trucking, LLC in the amount of \$122,500.00 for grinding wood waste on Marquette Road and authorize payment of the same.

ATTACHMENTS:

1. Ashley Farms Invoice

Ashley Farms and Trucking, LLC

75261

265 Magnolia Dr.

Raleigh, MS 39153

Phone (601)782-4508

Invoice

Date

10/7/2025

Invoice #

6455

Bill To

City Of Brandon

P. O. Box 1539

Brandon, MS 39043

PO# / Job

Terms

Police Dep / Marquette Rd

Date	Description	Rate	Quantity	Amount
10/7/2025	Grinding Wood Waste per Yard	3.50	35,000.00	122,500.00

BPR
10/17/25

Total

\$122,500.00



MEMORANDUM

TO: HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN
FROM: MARY ANN HESS
DATE: 10/14/2025
SUBJECT: MML CONFERENCE TRAVEL

Consideration to approve travel to Jackson, MS for the City Officials to attend the 2026 MML Mid-Winter Meetings in January 2026 and authorize payment of conference fees.

ATTACHMENTS:

None



MEMORANDUM

TO: HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN
FROM:
DATE: 10/20/2025
SUBJECT: CONSIDERATION TO APPROVE A PROFESSIONAL SERVICES C

ATTACHMENTS:

1. Pitcox - Veteran's Day Breakfast - Proposal



Catered Occasions of MS, LLC

111 Northwind Drive

Brandon, MS 39047

81-3374764

Phone: 601-906-0642

Cateredoccasionsofms@yahoo.com

Veteran's Day Breakfast

Prepared For:	Charles Pitcox	Event Date:	11/11/2025 - Tuesday
Address:		Phone:	Cell: 601-791-2109
Email:	cpitcox@brandonms.org		
Invoice #:	879	Guest Count:	350
Service Style:	Buffet	Occasion:	Breakfast
Salesperson:	Rebecca Evans cateredoccasionsofms@yahoo.com		
Net Due Date:	11/11/2025 - Tuesday		
Venue:	Brandon City Hall 1000 Municipal Drive Brandon, MS 39042	Last Change:	10/18/2025

Timeline: 7:30 AM Event Start
9:00 AM Event End

Food

350 Biscuits
350 Bacon
350 Cottage Cheese Egg Casserole
350 Slow cooked Southern Grits
300 Fresh Fruit Medley
350 French Toast Casserole

Food Subtotal	\$2,991.00
Per Person Total	\$8.55

Beverage

Qty	Description	Unit Price		Total
300	Coffee	\$1.00	Each	\$300.00
250	Orange Juice	\$1.80	Each	\$450.00
Beverage Subtotal				\$750.00

Staffing

Staffing Subtotal	\$1,025.00
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Charges:	\$4,766.00
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Payments:	\$0.00
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Balance Due:	\$4,766.00
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Contract for Service

Catered Occasions of MS, LLC

111 Northwind Drive

Brandon, MS 39047

81-3374764

Phone: 601-906-0642

Cateredoccasionsofms@yahoo.com

Terms and Conditions

All services are due upon receipt. Catered Occasions reserves the right to increase the cost if there is a 20% or more increase in food cost.

CANCELLATIONS:

All cancellations by the customer within 7 days of the customers event is still responsible for the cost of the food.

Cash or check only. Make checks payable to Catered Occasions and mail to 111 Northwind Drive, Brandon, MS 39047.

I have read and understand the Terms and Conditions above and agree to said Terms and Conditions.

CUSTOMER SIGNATURE

DATE



MEMORANDUM

TO: HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN
FROM:
DATE: 10/20/2025
SUBJECT: CONSIDERATION TO APPROVE A PROFESSIONAL SERVICES C

ATTACHMENTS:

1. HOA dinner



Catered Occasions of MS, LLC

111 Northwind Drive

Brandon, MS 39047

81-3374764

Phone: 601-906-0642

Cateredoccasionsofms@yahoo.com

HOA Meeting

Prepared For:	Charles Pitcox	Event Date:	11/12/2025 - Wednesday
Address:		Phone:	Cell: 601-791-2109
Email:	cpitcox@brandonms.org		
Invoice #:	912	Guest Count:	75
Service Style:	Drop Off Service	Occasion:	HOA Meeting
Salesperson:	Rebecca Evans cateredoccasionsofms@yahoo.com		
Net Due Date:	10/22/2025 - Wednesday		
Venue:	Brandon City Hall 1000 Municipal Drive Brandon, MS 39042	Last Change:	10/18/2025

Timeline:	6:00 PM Event Start
	9:00 PM Event End

Food

- 75 Chicken Alfredo
- 75 Garden Salad
- 60 House made Ranch Dressing
- 40 Comeback Dressing
- 75 Bread Sticks
- 40 Apple Blondies
- 40 White Chocolate Bread Pudding

Food Subtotal	\$813.75
Per Person Total	\$10.85

Beverage

Qty	Description	Unit Price		Total
5	Gallons Sweet Tea	\$5.00	Each	\$25.00
3	Gallons Unsweet Tea	\$5.00	Each	\$15.00
Beverage Subtotal				\$40.00

Charges: \$853.75

Payments: \$0.00

Balance Due: \$853.75



Contract for Service

Catered Occasions of MS, LLC

111 Northwind Drive

Brandon, MS 39047

81-3374764

Phone: 601-906-0642

Cateredoccasionsofms@yahoo.com

Terms and Conditions



MEMORANDUM

TO: HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN
FROM: MARY ANN HESS
DATE: 10/20/2025
SUBJECT: PROFESSIONAL SERVICES AGREEMENT

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, Ryder Grimes and City of Brandon Agreement

ATTACHMENTS:

1. Ryder Grimes Brandon, MS 11.1.25 Show Contract



MEMORANDUM

TO: HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN
FROM:
DATE: 10/13/2025
SUBJECT: CONSIDERATION TO APPROVE A PROFESSIONAL SERVICES A

ATTACHMENTS:

1. Memo_Simmons Landscape-Weed Control_City Beds_100925
2. Quote_Simmons Landscape-All City Planting Beds



MEMORANDUM

TO: HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN
FROM: MARY ANN HESS, CITY CLERK
JODY COMPTON, FACILITIES MANAGER
BOARD AGENDA: OCTOBER 20, 2025
SUBJECT: PROFESSIONAL SERVICES AGREEMENT

Asking for consideration to approve a professional services agreement with Simmons Landscape LLC for turf and planting bed weed control services at all, Brandon owned, planting beds at the terms listed in the professional service agreement and authorize the mayor to execute all related documents.

This agreement is in the FY26 budget.

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

ATTACHMENTS

- City Owned Planting Beds Professional Services Agreement_Simmons Landscape LLC



CONTACT: FRANKLIN SIMMONS
 Phone: 601-790-7369
 Email: LAWN@SIMMONSLANDSCAPELLC.COM

JODY COMPTON
 1000 MUNICIPAL DRIVE
 BRANDON, MS 39042

Date: 10/17/2025

**2026 PROPOSAL ESTIMATE
 LABOR SERVICE AGREEMENT**

SCOPE OF WORK:

PRE-EMERGE APPLICATIONS	3X	YEAR
BROADLEAF POST-EMERGE SPOT SPRAYING	6X	YEAR
NUTSEDGE SPRAYING	6X	YEAR
GRASSY WEED SPRAYING	6X	YEAR
TOTAL SITE VISITS PER YEAR	6X	\$1,680.48 PER VISIT

FLOWERBED WEED CONTROL SERVICES THAT WILL INCLUDE GRANULAR PRE EMERGE APPLICATIONS AND CHEMICAL SPOT SPRAYING APPLICATIONS TO KEEP AND MAINTAIN THE BEDS WEED FREE AS POSSIBLE. FOR THE AREAS THAT HAVE TURF BROADLEAF WEED CONTROL AND PRE-EMERGE APPLICATIONS WILL BE APPLIED.

DOWNTOWN BRANDON STREETSCAPE

	PER VISIT PRICE
BED AREAS THAT INCLUDE THE BED AREAS ALONG E. GOVERNMENT STREET AND THE PARKING AREAS BETWEEN THE BUILDINGS AND EAST GOVERNMENT STREET	\$445.00
TURF AREAS IN THE BOULEVARD AND TURF AREA ALONG SOUTH SIDE OF E. GOVERNMENT STREET	\$72.74
TOTAL PER SITE VISIT:	\$517.74

OLD BRANDON CEMETARY

	PER VISIT PRICE
BED AREAS THAT INCLUDE THE BED AREAS ALONG E. GOVERNMENT STREET AND THE PARKING AREAS BETWEEN THE BUILDINGS AND EAST GOVERNMENT STREET	\$160.00
TOTAL PER SITE VISIT:	\$160.00

CITY HALL

	PER VISIT PRICE
BED AREAS IN THE FRONT PARKING LOT AREA	\$260.00
TURF AREA AT END OF THE PARKING LOT BEHIND THE CLEYERA THAT IS ON THE EDGE OF THE RETENTION POND. 10' FT BUFFER TO BE SPRAYED AT THE TOP OF THE HILL.	\$72.74

TOTAL PER SITE VISIT: \$332.74

GRAY DANIELS BOULEVARD / MAR-LYN DRIVE

	PER VISIT PRICE
BED AREAS IN THE CENTER BOULEVARD	\$350.00
TURF AREA AT END OF THE PARKING LOT BEHIND THE CLEYERA THAT IS ON THE EDGE OF THE RETENTION POND. 10' FT BUFFER TO BE SPRAYED AT THE TOP OF THE HILL.	\$150.00
TOTAL PER SITE VISIT:	\$500.00

FIRST BAPTIST CHURCH DOWNTOWN BRANDON

	PER VISIT PRICE
BED AREAS IN THE FRONT PARKING LOT AREA ALONG SOUTH COLLEGE STREET	\$170.00
TOTAL PER SITE VISIT:	\$170.00

FLOWERBED WEED CONTROL SERVICES THAT WILL INCLUDE GRANULAR PRE EMERGE APPLICATIONS AND CHEMICAL SPOT SPRAYING APPLICATIONS TO KEEP AND MAINTAIN THE BEDS WEED FREE AS POSSIBLE. FOR THE AREAS THAT HAVE TURF WEED CONTROL AND FERTILIZATION APPLICATIONS WILL BE APPLIED.

We thank you for considering Simmons Turf Services for your horticultural weed and fertilization needs. Please reach out to us if you have any further questions. Please read our Service Estimate Summary on the next page and sign and return to begin services.

CLIENT'S AGREEMENT:

Date: 10/17/2025

CONTRACTOR'S AGREEMENT:



Date: 10/17/2025



MEMORANDUM

TO: HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN
FROM:
DATE: 10/13/2025
SUBJECT: CONSIDERATION TO APPROVE A PROFESSIONAL SERVICES A

ATTACHMENTS:

1. Memo_Simmons Landscape-Weed Control_AMP_100925
2. AMP_Professional Services Agreement_Simmons Landscape LLC_FY2026



MEMORANDUM

TO: HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN
FROM: MARY ANN HESS, CITY CLERK
JODY COMPTON, FACILITIES MANAGER
BOARD AGENDA: OCTOBER 20, 2025
SUBJECT: PROFESSIONAL SERVICES AGREEMENT

Asking for consideration to approve a professional services agreement with Simmons Landscape LLC for turf and planting bed weed control services at the Brandon Amphitheater at the terms listed in the professional service agreement and authorize the mayor to execute all related documents.

This agreement is in the FY26 budget.

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

ATTACHMENTS

- Amphitheater Professional Services Agreement_Simmons Landscape LLC



CONTACT: FRANKLIN SIMMONS
Phone: 601-790-7369
Email: LAWN@SIMMONSLANDSCAPELLC.COM

JODY COMPTON
1000 MUNICIPAL DRIVE
BRANDON, MS 39042

Date: 9/29/2025

2026 PROPOSAL ESTIMATE
LABOR SERVICE AGREEMENT

SCOPE OF WORK:

The quote provided is for the labor costs for spraying the Brandon Amphitheater. 6 VISITS PER YEAR

TURF WEED CONTROL APPLICATIONS	4.00	TIMES A YEAR	\$1,500.00	Per Application
			\$6,000.00	TOTAL PER YEAR

TURF WEED CONTROL WITH FERTILIZATION APPLICATIONS	2.00	TIMES A YEAR	\$1,500.00	Per Application
			\$3,000.00	TOTAL PER YEAR

BED WEED CONTROL APPLICATIONS	6.00	TIMES A YEAR	\$595.00	Per Application
			\$3,570.00	TOTAL PER YEAR

FLOWERBED WEED CONTROL SERVICES THAT WILL INCLUDE GRANULAR PRE EMERGE APPLICATIONS AND CHEMICAL SPOT SPRAYING APPLICATIONS TO KEEP AND MAINTAIN THE BEDS WEED FREE AS POSSIBLE. FOR THE AREAS THAT HAVE TURF WEED CONTROL AND FERTILIZATION APPLICATIONS WILL BE APPLIED.

We thank you for considering Simmons Turf Services for your horticultural weed and fertilization needs. Please reach out to us if you have any further questions. Please sign and return to begin services.

CLIENT'S AGREEMENT:

Date: 9/29/2025

CONTRACTOR'S AGREEMENT:

Date: 9/29/2025



MEMORANDUM

TO: HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN
FROM:
DATE: 10/16/2025
SUBJECT: **CONSIDERATION TO APPROVE THE SERVICE AGREEMENT FRO**

ATTACHMENTS:

1. Memo_HVAC PM Service Agreements_FY26
2. FY26 PM Summary for Metro Building
3. METRO BUILDING QUOTE
4. ENVIRONMENT QUOTE



MEMORANDUM

TO: HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN

FROM: MARY ANN HESS, CITY CLERK
JODY COMPTON, FACILITIES MANAGER

BOARD AGENDA: OCTOBER 20, 2025

SUBJECT: **PREVENTIVE MAINTENANCE SERVICE AGREEMENT**

Consideration to approve the service agreement from Metro Building Services for HVAC equipment maintenance cost of \$40,060.00 with an option for a 2nd coil cleaning and sanitizing of \$2,760.00 and a total annual service agreement cost of \$42,820.00 and approve the Mayor to execute all related documents.

An additional quote was received, see below.

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

ATTACHMENTS

- Metro Service Agreement Summary
- Metro Building Services Documents
- Environment Masters Document

FY26

Job Name: City of Brandon - Municipal Complex

PM Agreement # CB2541



A Fidelity Company

1385 Industrial Drive

Bolton, MS 39041

Phone: (601)398-2475

Preventive Maintenance

The Agreement is made by and between: Metro Building Services of Bolton, Mississippi herein after known as the Contractor and City of Brandon - Municipal Complex of Brandon, Mississippi herein after known as the Customer. Services will be provided at 1000 Municipal Drive.

The Contractor is providing a system of maintenance for the equipment type contained within the schedules, terms and conditions on the pages attached and listed below.

- **Schedule "A":** Describes the level of service being provided by the Agreement.
- **Schedule "B":** Describes the limit of liability and the terms and conditions.
- **Schedule "C":** Describes the equipment covered by the Agreement.
- **Schedule "D":** Describes the filter types, sizes, and frequency of changes.

The service agreement is based on (1) Annual and (3) Operational Inspections at a price of \$4,990.00 per year, payable in equal quarterly installments of \$1,247.50.

The first payment is due on the day coverage begins. Coverage shall continue until September 30th, 2026.

The schedules attached to the service Agreement constitute the entire Agreement between the Contractor and the Customer. The service Agreement remains the property of Contractor and is provided for the Customer's use only. This service Agreement is subject to management approval by Contractor. No waiver changes or modification of any terms or conditions shall be binding on Contractor unless made in writing and signed by authorized management of Contractor.



By: COLBY BLOUNT

HVAC SALES

By:

Butch Lee

Mayor

Date:

SCHEDULE A

Inspections Include

Summer Annual Inspections- Condenser coil pressure wash, hand wash or chemical washing, drain pan cleaning, install drain pan tablets, blowing out the drain lines, check unit controls and components, check freon pressures and levels, check compressor amps and volts, check blower and condenser motor amps and volts. Also included is (1) belt replacement per year. Our program includes all maintenance materials, gaskets, oils, and lubricants required to perform these inspections tasking procedures. We will clean all blower wheels (including mini splits) and intake louvers.

Winter Annual Inspections- Thoroughly inspect the heating system to rectify any problems, clean and inspect the heat exchanger(s), ensure all electrical connections are tight and wiring intact, inspect the condensate system and clean and flush as necessary, examine and clean flame sensors, ignitors and burner assembly, examine the venting system, for deterioration, corrosion, or blockage, survey the vent terminations and air inlet dampers/louvers to make sure they are unobstructed and clear, check control settings as well as test safety controls and operating controls. We will check and clean heat exchangers and burners on all gas heating equipment.

Operational Inspections- Inspection of unit operation, check condenser coils, clean drain pans, all mini split unit reservoirs, filters and floats shall be cleaned thoroughly with an antibacterial solution blow out all drain lines and hoses with air and leak check and install drain pan tablets, Clean with non-caustic solution such as Coil Rite", check belt tensions, and overall system operations.

Air Filter Maintenance

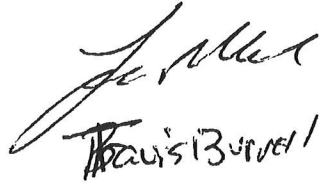
Included in your Maintenance Program are (4) air filter changes per year. Metro Building Services will provide filters, labor, materials, and dispose of the used filters

Emergency and Trouble Call Coverage

Even with the maintenance care provided in this program, occasional failures can occur. Although the cost of emergency service labor and materials are not included in this program, you will receive top priority trouble call response during peak heating and cooling periods. We will be on-site within (2) hours from receipt of your request.

By: COLBY BLOUNT

HVAC SALES



Travis Burrell

By:

Butch Lee

Mayor

Date:

SCHEDULE A

Inspections Include

Summer Annual Inspections- Condenser coil pressure wash, hand wash or chemical washing, drain pan cleaning, install drain pan tablets, blowing out the drain lines, check unit controls and components, check freon pressures and levels, check compressor amps and volts, check blower and condenser motor amps and volts. Also included is (1) belt replacement per year. Our program includes all maintenance materials, gaskets, oils, and lubricants required to perform these inspections tasking procedures. We will clean all blower wheels (including mini splits) and intake louvers.

Winter Annual Inspections- Thoroughly inspect the heating system to rectify any problems, clean and inspect the heat exchanger(s), ensure all electrical connections are tight and wiring intact, inspect the condensate system and clean and flush as necessary, examine and clean flame sensors, ignitors and burner assembly, examine the venting system, for deterioration, corrosion, or blockage, survey the vent terminations and air inlet dampers/louvers to make sure they are unobstructed and clear, check control settings as well as test safety controls and operating controls. We will check and clean all heat exchangers on all gas heating Equipment.

Operational Inspections- Inspection of unit operation, check condenser coils, clean drain pans, all mini split unit reservoirs, filters and floats shall be cleaned thoroughly with an antibacterial solution blow out all drain lines and hoses with air and leak check and install drain pan tablets, Clean with non-caustic solution such as Coil Rite", check belt tensions, and overall system operations.

Air Filter Maintenance

Included in your Maintenance Program are (4) air filter changes per year. Metro Building Services will provide filters, labor, materials, and dispose of the used filters.

Emergency and Trouble Call Coverage

Even with the maintenance care provided in this program, occasional failures can occur. Although the cost of emergency service labor and materials are not included in this program, you will receive top priority trouble call response during peak heating and cooling periods. We will be on-site within (2) hours from receipt of your request.

Performance Review

A performance review is held with the Customer on an annual basis. Discussions include quality of work and improvement/suggestions. Items needing attention are addressed in a timely fashion.

Reports

Each completed service call is documented by a Contractor service report. This report may be provided to the customer as evidence of the completed service showing each performed task.

Metro Building Service Team

Metro Building Services has assembled a specialized maintenance team dedicated to insuring a smooth integration of this program with Preventative Maintenance Contract Customers normal business activities. This team will ensure consistency in the delivery of your maintenance program, provide for effective lines of communication, and to avoid escorting unfamiliar people through your facility.

Your Account Manager will continue to work closely with you along with the Implementation Team to preserve the integrity of your equipment, reduce your energy and operating costs and to maintain tenant comfort. The Implementation Team will be made up of the following service professionals.

- Darlene Morgan is a Service Coordinator. Darlene is responsible for scheduling all maintenance program services. Darlene and the call center team can be reached at (601)398-2475 for emergency service or normal service requests.
- BJ Graves Is a Service Coordinator. BJ is responsible for scheduling all maintenance program services. BJ and the call center team can be reached at (601)398-2475 for emergency service or normal service requests.
- Cindy Goode is Billing Coordinator. Cindy is responsible for handling all invoicing per the terms and conditions of this agreement. Cindy can be reached at (601)398-2475.
- Travis Burrell is Director of Service Operations. Travis is responsible for all service operations, PM Contracts, PM scheduling. Travis can be reached at (601)906-2656.

Scheduled Tasks

The service program is designed to provide continuing maintenance on the equipment listed in schedule "C" of the Agreement. The tasks planned and scheduled are designed to provide for the long-term care of the customer's equipment.

Each service visit will be scheduled and prepared by the Contractors dispatch system. The Contractor schedule includes specific tasks for each piece of equipment required to maintain the systems at peak efficiency.

Maintenance

The run-time uses and application of the piece of equipment determine the equipment service frequency. This information, along with manufacturer's recommendations and our experience assures the customer's equipment receives the most cost-effective maintenance in the industry.

Repair and Replacement

The Contractor invoices for all labor and materials to repair or replace worn or failed parts and for the parts and components separately from this Agreement.

The service agreement includes consumable materials such as lubricants, grease, cleaners, and clean-up materials. Replacement of parts and components is subject to the Owners approval and is invoiced separately from this Agreement.

Emergency Service

The Contractor is on call and can provide all labor, parts, and materials seven days a week/twenty-four hours a day.

Additional Services

- 24-hour Plumbing Service
- Sheet Metal and Steel Fabrication
- Energy Management Systems and Audits
- Design Build
- Engineering
- HVAC and Plumbing Construction

Preferred Customer Pricing

As a valued customer, this agreement allows Preventative Maintenance Contract Customers to receive a 10% discount on labor for plumbing or HVAC service calls priced on a time and material basis. This discount also applies to emergency services or repairs not covered in this agreement. (Quoted or Contract pricing for equipment replacements or other major repairs are not subject to discounts as they offer best pricing already included in the quote).

Refrigerant Containment Service

We will use recovery, recycling, and reclamation of your refrigerant as appropriate to minimize costs of replacement refrigerant. Such work will be done per all Federal, State and Local Regulatory Guidelines.

SCHEDULE B

Terms and Conditions

- Contractor agrees to perform all work professionally and to furnish only materials of good quality.
 - The customer provides and allows reasonable access to all areas and equipment and allows Contractor to stop and start equipment as necessary to fulfill the terms of the Agreement.
 - All maintenance tasks will be performed during the Contractor's normal working hours.
 - The customer agrees to inform the Contractor immediately of problems found in the operation of the equipment.
 - Repair or replacement of non-maintainable parts of the system(s) such as, but not limited to, coils, heat exchangers, duct work, piping, shell and tube, unit cabinets, boiler refractory material, insulating material, electrical wiring, hydronic and pneumatic piping, structural supports and other non-moving parts, are not included in this Agreement.
 - Any repairs or services resulting from power failures, freezing temperatures, roof leaks through curbs or equipment, or air side corrosion will be paid for by the customer in accordance with Contractor's currently established rates.
 - The agreement does not include responsibility for design deficiencies, such as, but not limited to poor air distribution, water balances, etc. It does not include responsibility for system, equipment and component obsolescence, electrical failures, unserviceable equipment and operating the system(s). If the equipment covered is altered, modified, changed, or moved, this Agreement may be adjusted accordingly or terminated.
 - Contractor is not responsible for the removal or disposal of any hazardous materials or any cost associated with these materials unless otherwise noted in this Agreement.
 - The agreement does not include repairing any damage resulting from improper/inadequate water treatment or filter service not supplied by Contractor.
 - This agreement does not include the cleaning of any air passages, air grills, or air balancing of systems.
 - This agreement and all rights hereunder shall not be assignable unless approved by Contractor.
 - In the event of additional freight, labor, or material costs resulting from this customer's request to avoid delays with the respect to equipment warranties, or accelerated delivery of parts and supplies, Customer agrees to pay these additional costs at Contractor's currently established rates.
-
- Contractor's scope of work shall not include the identification, detection, abatement, encapsulation or removal of asbestos or products or materials containing asbestos or similar hazardous substances. In the event Contractor encounters such material in performing its work, Contractor will have the right to discontinue work and remove its employees until the hazard is corrected or it determined no hazard exists.

Limitations of Liability and Indemnity

- Except as provided by Mississippi Law, Contractor will not be liable for delays or failure to obligate due to fire, flood, strike, lockout, freezing, unavailability of material, riots, acts of God, or cause beyond reasonable control.
- All work performed by Contractor that may be found in conflict with local, state, or federal building codes shall be corrected by Contractor. Vendor acknowledges that the City of Brandon, Mississippi, is a Mississippi government entity and is entitled to certain protections, limitations, defenses, and privileges, and immunities as provided by MCA Section 11-46-1 et. Seq. (The Mississippi Tort Claims Act) and as otherwise provided by Mississippi law and that all such protections, limitations, defenses, privileges and immunities are reserved and asserted by the City, the provisions of this Agreement notwithstanding.

SCHEDULE C

Qty	Type	Size	Manuf.	Model	Serial	Location
1	Air Handling Unit	20	YORK	XTI-069X108-FANA	RATMX0186	AHU-1
1	Air Handling Unit	20	YORK	XTI-069X108-FANA	RATMX0187	AHU-2
1	Air Handling Unit	20	YORK	XTI-075X120	RAHYMXT0238	AHU-3
1	Air cooled Condensing Unit	40	YORK	YCUL0066	RBTM021197	CU-1
1	Air cooled Condensing Unit	40	YORK	YCUL0066	RBTM021197	CU-2
1	Air cooled Condensing Unit	40	YORK	YLUA0078	KJHG	CU-3
1	Custom Equipment	30	12	GREENHECK	ENERGY RECOVERY VENTILATOR (ERV)	ERV-582H-30-A
1	Rooftop	5	YORK	DM060N	NOA8582592	RTU-3
1	Rooftop	3	YORK	DM036N	NOA8582590	RTU-4
1	Rooftop	3	YORK	DM036N	NOA8582590	RTU-5
2	Belts		YORK	XTI-069X108-FANA017A	RATMX0186	AHU-1
3	Belts		YORK	XTI-069X108-FANA017A	RATMX0187	AHU-2
2	Belts		YORK	XTI-075X120-KAQA017A	RAHYMXT0238	AHU-3
2	Belts		GREENHECK	ERV-582H-30-A	N/A	HRV-2
2	Belts		GREENHECK	ERV-582H-30-A	N/A	HRV-3

(1) ICE O-MATIC / ICE MACHINE

(2) 23- VAV'S

(3) (4) VTU's

SCHEDULE D

Qty	Type	Changes	Size	Manufacture	Unit Id
32	Pleated	4	12x24x2		FILTERS



A Fidelity Company

1385 Industrial Drive

Bolton, MS 39041

Phone: (601)398-2475

Preventive Maintenance

The Agreement is made by and between: Metro Building Services of Bolton, Mississippi herein after known as the Contractor and City of Brandon - Amphitheater (HVAC) of Brandon, Mississippi herein after known as the Customer. Services will be provided at 8190 Rocky Way.

The Contractor is providing a system of maintenance for the equipment type contained within the schedules, terms and conditions on the pages attached and listed below.

- **Schedule "A":** Describes the level of service being provided by the Agreement.
- **Schedule "B":** Describes the limit of liability and the terms and conditions.
- **Schedule "C":** Describes the equipment covered by the Agreement.
- **Schedule "D":** Describes the filter types, sizes, and frequency of changes.

The service agreement is based on (1) Annual and (3) Operational Inspections at a price of \$8,095.00 per year, payable in equal quarterly installments of \$2023.75

 Option :1 In addition to this agreement the price for (1) additional condenser coil cleaning either by use of chemical or by hose will be in the amount of \$500.00 per event.

The first payment is due 30 days after coverage begins. Coverage shall continue until September 30, 2026

The schedules attached to the service Agreement constitute the entire Agreement between the Contractor and the Customer. The service Agreement remains the property of Contractor and is provided for the Customer's use only. This service Agreement is subject to management approval by Contractor. No waiver changes or modification of any terms or conditions shall be binding on Contractor unless made in writing and signed by authorized management of Contractor.

Signature: Colby Blount

HVAC Sales

Date: 9/3/2025

Signature:

Butch Lee

Mayor

Date:

SCHEDULE A

Inspections Include

Summer Annual Inspections- Condenser coil pressure wash, hand wash or chemical washing, drain pan cleaning, install drain pan tablets, blowing out the drain lines, check unit controls and components, check freon pressures and levels, check compressor amps and volts, check blower and condenser motor amps and volts. Also included is (1) belt replacement per year. Our program includes all maintenance materials, gaskets, oils, and lubricants required to perform these inspections tasking procedures. We will clean all blower wheels (including mini splits) and intake louvers.

Winter Annual Inspections- Thoroughly inspect the heating system to rectify any problems, clean and inspect the heat exchanger(s), ensure all electrical connections are tight and wiring intact, inspect the condensate system and clean and flush as necessary, examine and clean flame sensors, ignitors and burner assembly, examine the venting system, for deterioration, corrosion, or blockage, survey the vent terminations and air inlet dampers/louvers to make sure they are unobstructed and clear, check control settings as well as test safety controls and operating controls. We will clean all heat exchangers and burners on all gas heating equipment.

Operational Inspections- Inspection of unit operation, clean drain pans, all mini split unit reservoirs, filters and floats shall be cleaned thoroughly with an antibacterial solution blow out all drain lines and hoses with air and leak check and install drain pan tablets, Clean with non-caustic solution such as Coil Rite", check belt tensions, and overall system operations.

Air Filter Maintenance

Included in your Maintenance Program are (4) air filter changes per year. Metro Building Services will provide the labor and will dispose of the used filters.

Water Fountain Maintenance

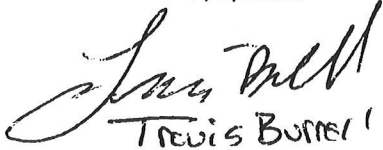
Included in your Maintenance Program is (12) Aurora Water Fountains. Metro Building Services will provide the labor and nitrogen to blow out all condenser coils (4) times

Emergency and Trouble Call Coverage

Signature: Colby Blount

HVAC Sales

Date: 9/3/2025



Travis Burnett

Signature:

Butch Lee

Mayor

Date:

SCHEDULE A

Inspections Include

Summer Annual Inspections- Condenser coil pressure wash, hand wash or chemical washing, drain pan cleaning, install drain pan tablets, blowing out the drain lines, check unit controls and components, check freon pressures and levels, check compressor amps and volts, check blower and condenser motor amps and volts. Also included is (1) belt replacement per year. Our program includes all maintenance materials, gaskets, oils, and lubricants required to perform these inspections tasking procedures. We will clean all blower wheels (including mini splits) and intake louvers.

Winter Annual Inspections- Thoroughly inspect the heating system to rectify any problems, clean and inspect the heat exchanger(s), ensure all electrical connections are tight and wiring intact, inspect the condensate system and clean and flush as necessary, examine and clean flame sensors, ignitors and burner assembly, examine the venting system, for deterioration, corrosion, or blockage, survey the vent terminations and air inlet dampers/louvers to make sure they are unobstructed and clear, check control settings as well as test safety controls and operating controls. We will clean all heat exchangers and burners on all gas heating equipment.

Operational Inspections- Inspection of unit operation, clean drain pans, all mini split unit reservoirs, filters and floats shall be cleaned thoroughly with an antibacterial solution blow out all drain lines and hoses with air and leak check and install drain pan tablets, Clean with non-caustic solution such as Coil Rite", check belt tensions, and overall system operations.

Air Filter Maintenance

Included in your Maintenance Program are (4) air filter changes per year. Metro Building Services will provide the labor and will dispose of the used filters.

Water Fountain Maintenance

Included in your Maintenance Program is (12) Aurora Water Fountains. Metro Building Services will provide the labor and nitrogen to blow out all condenser coils (4) times

Emergency and Trouble Call Coverage

Even with the maintenance care provided in this program, occasional failures can occur. Although the cost of emergency service labor and materials are not included in this program, you will receive top priority trouble call response during peak heating and cooling periods. We will be on-site within (2) hours from receipt of your request

Performance Review

A performance review is held with the Customer on an annual basis. Discussions include quality of work and improvement/suggestions. Items needing attention are addressed in a timely fashion.

Reports

Each completed service call is documented by a contractor service report. This report may be provided to the customer as evidence of the completed service showing each performed task.

Metro Building Service Team

Metro Building Services has assembled a specialized maintenance team dedicated to insuring a smooth integration of this program with Preventative Maintenance Contract Customers normal business activities. This team will ensure consistency in the delivery of your maintenance program, provide for effective lines of communication, and to avoid escorting unfamiliar people through your facility.

Your Account Manager will continue to work closely with you along with the Implementation Team to preserve the integrity of your equipment, reduce your energy and operating costs and to maintain tenant comfort. The Implementation Team will be made up of the following service professionals.

- Darlene Morgan is a Service Coordinator. Darlene is responsible for scheduling all maintenance program services. Darlene and the call center team can be reached at (601)398-2475 for emergency service or normal service requests.
- BJ Graves Is a Service Coordinator. BJ is responsible for scheduling all maintenance program services. BJ and the call center team can be reached at (601)398-2475 for emergency service or normal service requests.
- Cindy Goode is Billing Coordinator. Cindy is responsible for handling all invoicing per the terms and conditions of this agreement. Cindy can be reached at (601)398-2475.
- Travis Burrell is Director of Service Operations. Travis is responsible for all service operations, PM Contracts, PM scheduling. Travis can be reached at (601)906-2656.

Scheduled Tasks

The service program is designed to provide continuing maintenance on the equipment listed in schedule "C" of the Agreement. The tasks planned and scheduled are designed to provide for the long-term care of the customer's equipment.

Each service visit will be scheduled and prepared by the Contractors dispatch system. The Contractor schedule includes specific tasks for each piece of equipment required to maintain the systems at peak efficiency.

Maintenance

The run-time uses and application of the piece of equipment determine the equipment service frequency. This information, along with manufacturer's recommendations and our experience assures the customer's equipment receives the most cost-effective maintenance in the industry.

Repair and Replacement

The Contractor invoices for all labor and materials to repair or replace worn or failed parts and for the parts and components separately from this Agreement.

The service agreement includes consumable materials such as lubricants, grease, cleaners, and clean-up materials. Replacement of parts and components is subject to the Owners approval and is invoiced separately from this Agreement.

Emergency Service

The Contractor is on call and can provide all labor, parts, and materials seven days a week/twenty-four hours a day.

Additional Services

- 24-hour Plumbing Service
- Sheet Metal and Steel Fabrication
- Energy Management Systems and Audits
- Design Build
- Engineering
- HVAC and Plumbing Construction

Preferred Customer Pricing

As a valued customer this agreement allows Preventative Maintenance Contract Customers to receive a 10% discount on labor for plumbing or HVAC service calls priced on a time and material basis. This discount also applies to emergency services or repairs not covered in this agreement. (Quoted or Contract pricing for equipment replacements or other major repairs are not subject to discounts as they offer best pricing already included in the quote).

Refrigerant Containment Service

We will use recovery, recycling, and reclamation of your refrigerant as appropriate to minimize costs of replacement refrigerant. Such work will be done per all Federal, State and Local Regulatory Guidelines.

SCHEDULE B

Terms and Conditions

- Contractor agrees to perform all work professionally and to furnish only materials of good quality.
- The customer provides and allows reasonable access to all areas and equipment and allows Contractor to stop and start equipment as necessary to fulfill the terms of the Agreement.
- All maintenance tasks will be performed during the Contractor's normal working hours.
- The customer agrees to inform the Contractor immediately of problems found in the operation of the equipment.
- Repair or replacement of non-maintainable parts of the system(s) such as, but not limited to, coils, heat exchangers, duct work, piping, shell and tube, unit cabinets, boiler refractory material, insulating material, electrical wiring, hydronic and pneumatic piping, structural supports and other non-moving parts, are not included in this Agreement.
- Any repairs or services resulting from power failures, freezing temperatures, roof leaks through curbs or equipment, or air side corrosion will be paid for by the customer in accordance with Contractor's currently established rates.
- The agreement does not include responsibility for design deficiencies, such as, but not limited to poor air distribution, water balances, etc. It does not include responsibility for system, equipment and component obsolescence, electrical failures, unserviceable equipment and operating the system(s). If the equipment covered is altered, modified, changed, or moved, this Agreement may be adjusted accordingly or terminated.
- Contractor is not responsible for the removal or disposal of any hazardous materials, or any cost associated with these materials unless otherwise noted in this Agreement.
- The agreement does not include repairing any damage resulting from improper/inadequate water treatment or filter service not supplied by Contractor.
- This agreement does not include the cleaning of any air passages, air grills, or air balancing of systems.
- This agreement and all rights hereunder shall not be assignable unless approved by Contractor.
- In the event of additional freight, labor, or material costs resulting from this customer's request to avoid delays with the respect to equipment warranties, or accelerated delivery of parts and supplies, Customer agrees to pay these additional costs at Contractor's currently established rates.

- Contractor's scope of work shall not include the identification, detection, abatement, encapsulation or removal of asbestos or products or materials containing asbestos or similar hazardous substances. In the event Contractor encounters such material in performing its work, Contractor will have the right to discontinue work and remove its employees until the hazard is corrected or it determined no hazard exists.

Limitations of Liability and Indemnity

- Except as provided by Mississippi Law, Contractor will not be liable for delays or failure to obligate due to fire, flood, strike, lockout, freezing, unavailability of material, riots, acts of God, or cause beyond reasonable control.
- All work performed by Contractor that may be found in conflict with local, state, or federal building codes shall be corrected by Contractor. Vendor acknowledges that the City of Brandon, Mississippi, is a Mississippi government entity and is entitled to certain protections, limitations, defenses, and privileges, and immunities as provided by MCA Section 11-46-1 et. Seq. (The Mississippi Tort Claims Act) and as otherwise provided by Mississippi law and that all such protections, limitations, defenses, privileges and immunities are reserved and asserted by the City, the provisions of this Agreement notwithstanding.

SCHEDULE C

Qty	Type	Size	Manuf.	Model	Serial	Location
1	Ductless Split (Indoor)	1	DAIKIN	FTX24NMVJU	G016969	BOX OFFICE - UNIT #1
1	Ductless Split (Outdoor)	2	DAIKIN	RXN24NMVJU	G012913	BOX OFFICE - UNIT #2
1	Split System (Inside)	5	LENNOX	TPA060H4N43G	5817B11527	BOX OFFICE - UNIT #3
1	Split System (Outside)	5	LENNOX	CBX27UH06046060	1617B26504	BOX OFFICE - UNIT #4
1	Split System (Outside)	2	DAIKIN	RKN09NMVJU	G002426	BOX OFFICE - UNIT #5
1	Split System (Inside)	2	DAIKIN	FTKN09NMVJU	G002707	BOX OFFICE - UNIT #6
1	Split System (Outside)	2	DAIKIN	RX3ONMVJU	G000287	A2 BUILDING - UNIT #7
1	Ductless Split (Outdoor)	2	DAIKIN	RMXS48LVJU	E004075	A2 BUILDING - DCU 1-UNIT #8
1	Rooftop	10	LENNOX	TPA120S4SNIG	5617E03987	A2 BUILDING HPCU-1 UNIT #9
1	Split System (Outside)	7.5	LENNOX	TPA090S4SN1G	5617E040	A2 BUILDING HPCU-1 UNIT #10
1	Ductless Split (Outdoor)	2	DAIKIN	RK09NMVJU	G002344	A2 BUILDING - DCU 1-UNIT #11
1	Ductless Split (Outdoor)	2	DAIKIN	3MXS24JVJU	G026279	A2 BUILDING - DCU 8-UNIT #12
1	Ductless Split (Outdoor)	3	DAIKIN	4MXS36NMVJU	G021316	A2 BUILDING - DCU 9 - UNIT #13
1	Ductless Split (Outdoor)	1.5	DAIKIN	RX18NMVJU	G011417	A2 BUILDING - DCU 97 - UNIT #14



A Fidelity Company

1385 Industrial Drive

Bolton, MS 39041

Phone: (601)398-2475

Preventive Maintenance

The Agreement is made by and between: Metro Building Services of Bolton, Mississippi herein after known as the Contractor and City of Brandon - Quarry Park of Brandon, Mississippi herein after known as the Customer. Services will be provided at Boyce Thompson Drive.

The Contractor is providing a system of maintenance for the equipment type contained within the schedules, terms and conditions on the pages attached and listed below.

- **Schedule "A":** Describes the level of service being provided by the Agreement.
- **Schedule "B":** Describes the limit of liability and the terms and conditions.
- **Schedule "C":** Describes the equipment covered by the Agreement.
- **Schedule "D":** Describes the filter types, sizes, and frequency of changes.

The service agreement is based on (1) Annual and (3) Operational Inspections at a price of \$4,970.00 per year, payable in equal quarterly installments of \$1,242.50.

 Option:1 In addition to this service agreement the price for (1) additional condenser coil cleaning either by use of chemical or by use of hose will be in the amount of \$400.00 per event.

The first payment is due 30 days after coverage begins Coverage shall continue until September 30th, 2026.

The schedules attached to the service Agreement constitute the entire Agreement between the Contractor and the Customer. The service Agreement remains the property of Contractor and is provided for the Customer's use only. This service Agreement is subject to management approval by Contractor. No waiver changes or modification of any terms or conditions shall be binding on Contractor unless made in writing and signed by authorized management of Contractor.

By: COLBY BOUNT

By:

HVAC SALES

Butch Lee

Mayor

Date:

SCHEDULE A

Inspections Include

Summer Annual Inspections- Condenser coil pressure wash, hand wash or chemical washing, drain pan cleaning, install drain pan tablets, blowing out the drain lines, check unit controls and components, check freon pressures and levels, check compressor amps and volts, check blower and condenser motor amps and volts. Also included is (1) belt replacement per year. Our program includes all maintenance materials, gaskets, oils, and lubricants required to perform these inspections tasking procedures. We will clean all blower wheels (including mini splits) and intake louvers.

Winter Annual Inspections- Thoroughly inspect the heating system to rectify any problems, clean and inspect the heat exchanger(s), ensure all electrical connections are tight and wiring intact, inspect the condensate system and clean and flush as necessary, examine and clean flame sensors, ignitors and burner assembly, examine the venting system, for deterioration, corrosion, or blockage, survey the vent terminations and air inlet dampers/louvers to make sure they are unobstructed and clear, check control settings as well as test safety controls and operating controls. We will check and clean all heat exchangers and burners on all gas equipment.

Operational Inspections- Inspection of unit operation, check condenser coils, clean drain pans, all mini split unit reservoirs, filters and floats shall be cleaned thoroughly with an antibacterial solution blow out all drain lines and hoses with air and leak check and install drain pan tablets, Clean with non-caustic solution such as Coil Rite", check belt tensions, and overall system operations.

Air Filter Maintenance

Included in your Maintenance Program are (4) air filter changes per year. Metro Building Services will provide the filters, labor, materials, and dispose of the used filters.

Emergency and Trouble Call Coverage

Even with the maintenance care provided in this program, occasional failures can occur. Although the cost of emergency service labor and materials are not included in this program, you will receive top priority trouble call response during peak heating and cooling periods. We will be on-site within (2) hours from receipt of your request.

By: COLBY BOUNT

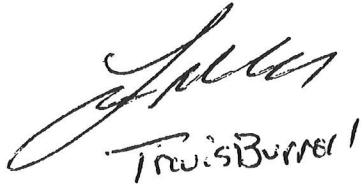
By:

HVAC SALES

Butch Lee

Mayor

Date:



Travis Burnett

SCHEDULE A

Inspections Include

Summer Annual Inspections- Condenser coil pressure wash, hand wash or chemical washing, drain pan cleaning, install drain pan tablets, blowing out the drain lines, check unit controls and components, check freon pressures and levels, check compressor amps and volts, check blower and condenser motor amps and volts. Also included is (1) belt replacement per year. Our program includes all maintenance materials, gaskets, oils, and lubricants required to perform these inspections tasking procedures. We will clean all blower wheels (including mini splits) and intake louvers.

Winter Annual Inspections- Thoroughly inspect the heating system to rectify any problems, clean and inspect the heat exchanger(s), ensure all electrical connections are tight and wiring intact, inspect the condensate system and clean and flush as necessary, examine and clean flame sensors, ignitors and burner assembly, examine the venting system, for deterioration, corrosion, or blockage, survey the vent terminations and air inlet dampers/louvers to make sure they are unobstructed and clear, check control settings as well as test safety controls and operating controls. We will check and clean all heat exchangers and burners on all gas equipment.

Operational Inspections- Inspection of unit operation, check condenser coils, clean drain pans, all mini split unit reservoirs, filters and floats shall be cleaned thoroughly with an antibacterial solution blow out all drain lines and hoses with air and leak check and install drain pan tablets, Clean with non-caustic solution such as Coil Rite", check belt tensions, and overall system operations.

Air Filter Maintenance

Included in your Maintenance Program are (4) air filter changes per year. Metro Building Services will provide the filters, labor, materials, and dispose of the used filters.

Emergency and Trouble Call Coverage

Even with the maintenance care provided in this program, occasional failures can occur. Although the cost of emergency service labor and materials are not included in this program, you will receive top priority trouble call response during peak heating and cooling periods. We will be on-site within (2) hours from receipt of your request.

Performance Review

A performance review is held with the Customer on an annual basis. Discussions include quality of work and improvement/suggestions. Items needing attention are addressed in a timely fashion.

Reports

Each completed service call is documented by a contractor service report. This report may be provided to the customer as evidence of the completed service showing each performed task.

Metro Building Service Team

Metro Building Services has assembled a specialized maintenance team dedicated to insuring a smooth integration of this program with Preventative Maintenance Contract Customers normal business activities. This team will ensure consistency in the delivery of

your maintenance program, provide for effective lines of communication, and to avoid escorting unfamiliar people through your facility.

Your Account Manager will continue to work closely with you along with the Implementation Team to preserve the integrity of your equipment, reduce your energy and operating costs and to maintain tenant comfort. The Implementation Team will be made up of the following service professionals.

- Darlene Morgan is a Service Coordinator. Darlene is responsible for scheduling all maintenance program services. Darlene and the call center team can be reached at (601)398-2475 for emergency service or normal service requests.
- BJ Graves Is a Service Coordinator. BJ is responsible for scheduling all maintenance program services. BJ and the call center team can be reached at (601)398-2475 for emergency service or normal service requests.
- Cindy Goode is Billing Coordinator. Cindy is responsible for handling all invoicing per the terms and conditions of this agreement. Cindy can be reached at (601)398-2475.
- Travis Burrell is Director of Service Operations. Travis is responsible for all service operations, PM Contracts, PM scheduling. Travis can be reached at (601)906-2656.

Scheduled Task

The service program is designed to provide continuing maintenance on the equipment listed in schedule "C" of the Agreement. The tasks planned and scheduled are designed to provide for the long-term care of the customer's equipment.

Each service visit will be scheduled and prepared by the Contractors dispatch system. The Contractor schedule includes specific tasks for each piece of equipment required to maintain the systems at peak efficiency.

Maintenance

The run-time uses and application of the piece of equipment determine the equipment service frequency. This information, along with manufacturer's recommendations and our experience assures the customer's equipment receives the most cost-effective maintenance in the industry.

Repair and Replacement

The Contractor invoices for all labor and materials to repair or replace worn or failed parts and for the parts and components separately from this Agreement.

The service agreement includes consumable materials such as lubricants, grease, cleaners, and clean-up materials. Replacement of parts and components is subject to the Owners approval and is invoiced separately from this Agreement.

Emergency Service

The Contractor is on call and can provide all labor, parts, and materials seven days a week/twenty-four hours a day.

Additional Services

- 24-hour Plumbing Service
- Sheet Metal and Steel Fabrication
- Energy Management Systems and Audits
- Design Build
- Engineering
- HVAC and Plumbing Construction

Preferred Customer Pricing

As a valued customer this agreement allows Preventative Maintenance Contract Customers to receive a 10% discount on labor for plumbing or HVAC service calls priced on a time and material basis. This discount also applies to emergency services or repairs not covered in this agreement. (Quoted or Contract pricing for equipment replacements or other major repairs are not subject to discounts as they offer best pricing already included in the quote).

Refrigerant Containment Service

We will use recovery, recycling, and reclamation of your refrigerant as appropriate to minimize costs of replacement refrigerant. Such work will be done per all Federal, State and Local Regulatory Guidelines.

SCHEDULE B

Terms and Conditions

- Contractor agrees to perform all work professionally and to furnish only materials of good quality.

- The customer provides and allows reasonable access to all areas and equipment and allows Contractor to stop and start equipment as necessary to fulfill the terms of the Agreement.
 - All maintenance tasks will be performed during the Contractor's normal working hours.
 - The customer agrees to inform the Contractor immediately of problems found in the operation of the equipment.
 - Repair or replacement of non-maintainable parts of the system(s) such as, but not limited to, coils, heat exchangers, duct work, piping, shell and tube, unit cabinets, boiler refractory material, insulating material, electrical wiring, hydronic and pneumatic piping, structural supports, and other non-moving parts, are not included in this Agreement.
 - Any repairs or services resulting from power failures, freezing temperatures, roof leaks through curbs or equipment, or air side corrosion will be paid for by the customer in accordance with Contractor's currently established rates.
 - The agreement does not include responsibility for design deficiencies, such as, but not limited to poor air distribution, water balances, etc. It does not include responsibility for system, equipment and component obsolescence, electrical failures, unserviceable equipment and operating the system(s). If the equipment covered is altered, modified, changed, or moved, this Agreement may be adjusted accordingly or terminated.
 - Contractor is not responsible for the removal or disposal of any hazardous materials or any cost associated with these materials unless otherwise noted in this Agreement.
 - The agreement does not include repairing any damage resulting from improper/inadequate water treatment or filter service not supplied by Contractor.
 - This agreement does not include the cleaning of any air passages, air grills, or air balancing of systems.
 - This agreement and all rights hereunder shall not be assignable unless approved by Contractor.
 - In the event of additional freight, labor, or material costs resulting from this customer's request to avoid delays with the respect to equipment warranties, or accelerated delivery of parts and supplies, Customer agrees to pay these additional costs at Contractor's currently established rates.
-
- Contractor's scope of work shall not include the identification, detection, abatement, encapsulation or removal of asbestos or products or materials containing asbestos or similar hazardous substances. In the event Contractor encounters such material in performing its work, Contractor will have the right to discontinue work and remove its employees until the hazard is corrected or it determined no hazard exists.

Limitations of Liability and Indemnity

- Except as provided by Mississippi Law, Contractor will not be liable for delays or failure to obligate due to fire, flood, strike, lockout, freezing, unavailability of material, riots, acts of God, or cause beyond reasonable control.
- All work performed by Contractor that may be found in conflict with local, state, or federal building codes shall be corrected by Contractor. Vendor acknowledges that the City of Brandon, Mississippi, is a Mississippi government entity and is entitled to certain protections, limitations, defenses, and privileges, and immunities as provided



A Fidelity Company

1385 Industrial Drive

Bolton, MS 39041

Phone: (601)398-2475

Preventive Maintenance

The Agreement is made by and between: Metro Building Services of Bolton, Mississippi herein after known as the Contractor and City of Brandon – Shiloh Park of Brandon, Mississippi herein after known as the Customer. Services will be provided at 105 Kennedy Farm Parkway.

The Contractor is providing a system of maintenance for the equipment type contained within the schedules, terms and conditions on the pages attached and listed below.

- **Schedule "A":** Describes the level of service being provided by the Agreement.
- **Schedule "B":** Describes the limit of liability and the terms and conditions.
- **Schedule "C":** Describes the equipment covered by the Agreement.
- **Schedule "D":** Describes the filter types, sizes, and frequency of changes.

The service agreement is based on (1) Annual and (3) Operational Inspections at a price of \$6,916.00 per year, payable in equal quarterly installments of \$1,729.00.

 Option 1: In addition to this service agreement the price for (1) additional condenser coil cleaning either by use of chemical or by use of hose will be in the amount of \$400.00 per event.

The first payment is due 30 days after coverage begins. Coverage shall continue until September 30th 2026.

The schedules attached to the service Agreement constitute the entire Agreement between the Contractor and the Customer. The service Agreement remains the property of Contractor and is provided for the Customer's use only. This service Agreement is subject to management approval by Contractor. No waiver changes or modification of any terms or conditions shall be binding on Contractor unless made in writing and signed by authorized management of Contractor.

By: COLBY BLOUNT

HVAC SALES

By:

Butch Lee

Mayor

Date:

SCHEDULE A

Inspections Include

Summer Annual Inspections- Condenser coil pressure wash, hand wash or chemical washing, drain pan cleaning, install drain pan tablets, blowing out the drain lines, check unit controls and components, check freon pressures and levels, check compressor amps and volts, check blower and condenser motor amps and volts. Also included is (1) belt replacement per year. Our program includes all maintenance materials, gaskets, oils, and lubricants required to perform these inspections tasking procedures. We will clean all blower wheels (including mini splits) and intake louvers.

Winter Annual Inspections- Thoroughly inspect the heating system to rectify any problems, clean and inspect the heat exchanger(s), ensure all electrical connections are tight and wiring intact, inspect the condensate system and clean and flush as necessary, examine and clean flame sensors, ignitors and burner assembly, examine the venting system, for deterioration, corrosion, or blockage, survey the vent terminations and air inlet dampers/louvers to make sure they are unobstructed and clear, check control settings as well as test safety controls and operating controls. We will check and clean all heat exchangers and burners on gas heating equipment.

Operational Inspections- Inspection of unit operation, check condenser coils, clean drain pans, all mini split unit reservoirs, filters and floats shall be cleaned thoroughly with an antibacterial solution blow out all drain lines and hoses with air and leak check and install drain pan tablets, Clean with non-caustic solution such as Coil Rite", check belt tensions, and overall system operations.

Air Filter Maintenance

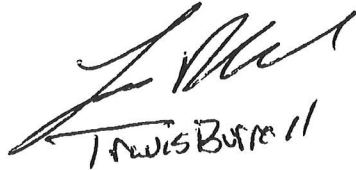
Included in your Maintenance Program are (4) air filter changes per year. Metro Building Services will provide the labor, materials, and dispose of the used filters

Emergency and Trouble Call Coverage

Even with the maintenance care provided in this program, occasional failures can occur. Although the cost of emergency service labor and materials are not included in this

By: COLBY BLOUNT

HVAC SALES



Travis Burrill

By:

Butch Lee

Mayor

Date:

SCHEDULE A

Inspections Include

Summer Annual Inspections- Condenser coil pressure wash, hand wash or chemical washing, drain pan cleaning, install drain pan tablets, blowing out the drain lines, check unit controls and components, check freon pressures and levels, check compressor amps and volts, check blower and condenser motor amps and volts. Also included is (1) belt replacement per year. Our program includes all maintenance materials, gaskets, oils, and lubricants required to perform these inspections tasking procedures. We will clean all blower wheels (including mini splits) and intake louvers.

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Operational Inspections- Inspection of unit operation, check condenser coils, clean drain pans, all mini split unit reservoirs, filters and floats shall be cleaned thoroughly with an antibacterial solution blow out all drain lines and hoses with air and leak check and install drain pan tablets, Clean with non-caustic solution such as Coil Rite", check belt tensions, and overall system operations.

Air Filter Maintenance

Included in your Maintenance Program are (4) air filter changes per year. Metro Building Services will provide the labor, materials, and dispose of the used filters

Emergency and Trouble Call Coverage

Even with the maintenance care provided in this program, occasional failures can occur. Although the cost of emergency service labor and materials are not included in this

program, you will receive top priority trouble call response during peak heating and cooling periods. We will be on-site within (2) hours from receipt of your request.

Performance Review

A performance review is held with the Customer on an annual basis. Discussions include quality of work and improvement/suggestions. Items needing attention are addressed in a timely fashion.

Reports

Each completed service call is documented by a contractor service report. This report may be provided to the customer as evidence of the completed service showing each performed task.

Metro Building Service Team

Metro Building Services has assembled a specialized maintenance team dedicated to insuring a smooth integration of this program with Preventative Maintenance Contract Customers normal business activities. This team will ensure consistency in the delivery of your maintenance program, provide for effective lines of communication, and to avoid escorting unfamiliar people through your facility.

Your Account Manager will continue to work closely with you along with the Implementation Team to preserve the integrity of your equipment, reduce your energy and operating costs and to maintain tenant comfort. The Implementation Team will be made up of the following service professionals.

- Darlene Morgan is a Service Coordinator. Darlene is responsible for scheduling all maintenance program services. Darlene and the call center team can be reached at (601)398-2475 for emergency service or normal service requests.
- BJ Graves Is a Service Coordinator. BJ is responsible for scheduling all maintenance program services. BJ and the call center team can be reached at (601)398-2475 for emergency service or normal service requests.
- Cindy Goode is Billing Coordinator. Cindy is responsible for handling all invoicing per the terms and conditions of this agreement. Cindy can be reached at (601)398-2475.
- Travis Burrell is Director of Service Operations. Travis is responsible for all service operations, PM Contracts, PM scheduling. Travis can be reached at (601)906-2656.

Scheduled Tasks

The service program is designed to provide continuing maintenance on the equipment listed in schedule "C" of the Agreement. The tasks planned and scheduled are designed to provide for the long-term care of the customer's equipment.

Each service visit will be scheduled and prepared by the Contractors dispatch system. The Contractor schedule includes specific tasks for each piece of equipment required to maintain the systems at peak efficiency.

Maintenance

The run-time uses and application of the piece of equipment determine the equipment service frequency. This information, along with manufacturer's recommendations and our experience assures the customer's equipment receives the most cost-effective maintenance in the industry.

Repair and Replacement

The Contractor invoices for all labor and materials to repair or replace worn or failed parts and for the parts and components separately from this Agreement.

The service agreement includes consumable materials such as lubricants, grease, cleaners, and clean-up materials. Replacement of parts and components is subject to the Owners approval and is invoiced separately from this Agreement.

Emergency Service

The Contractor is on call and can provide all labor, parts, and materials seven days a week/twenty-four hours a day.

Additional Services

- 24-hour Plumbing Service
- Sheet Metal and Steel Fabrication
- Energy Management Systems and Audits
- Design Build
- Engineering
- HVAC and Plumbing Construction

Preferred Customer Pricing

As a valued customer this agreement allows Preventative Maintenance Contract Customers to receive a 10% discount on labor for plumbing or HVAC service calls priced on a time and material basis. This discount also applies to emergency services or repairs not covered in this agreement. (Quoted or Contract pricing for equipment replacements or other major repairs are not subject to discounts as they offer best pricing already included in the quote).

Refrigerant Containment Service

We will use recovery, recycling, and reclamation of your refrigerant as appropriate to minimize costs of replacement refrigerant. Such work will be done per all Federal, State and Local Regulatory Guidelines.

SCHEDULE B

Terms and Conditions

- Contractor agrees to perform all work professionally and to furnish only materials of good quality.
- The customer provides and allows reasonable access to all areas and equipment and allows Contractor to stop and start equipment as necessary to fulfill the terms of the Agreement.

- All maintenance tasks will be performed during the Contractor's normal working hours.
- The customer agrees to inform the Contractor immediately of problems found in the operation of the equipment.
- Repair or replacement of non-maintainable parts of the system(s) such as, but not limited to, coils, heat exchangers, duct work, piping, shell and tube, unit cabinets, boiler refractory material, insulating material, electrical wiring, hydronic and pneumatic piping, structural supports, and other non-moving parts, are not included in this Agreement.
- Any repairs or services resulting from power failures, freezing temperatures, roof leaks through curbs or equipment, or air side corrosion will be paid for by the customer in accordance with Contractor's currently established rates.
- The agreement does not include responsibility for design deficiencies, such as, but not limited to poor air distribution, water balances, etc. It does not include responsibility for system, equipment and component obsolescence, electrical failures, unserviceable equipment and operating the system(s). If the equipment covered is altered, modified, changed, or moved, this Agreement may be adjusted accordingly or terminated.
- Contractor is not responsible for the removal or disposal of any hazardous materials, or any cost associated with these materials unless otherwise noted in this Agreement.
- The agreement does not include repairing any damage resulting from improper/inadequate water treatment or filter service not supplied by Contractor.
- This agreement does not include the cleaning of any air passages, air grills, or air balancing of systems.
- This agreement and all rights hereunder shall not be assignable unless approved by Contractor.
- In the event of additional freight, labor, or material costs resulting from this customer's request to avoid delays with the respect to equipment warranties, or accelerated delivery of parts and supplies, Customer agrees to pay these additional costs at Contractor's currently established rates.
- Contractor's scope of work shall not include the identification, detection, abatement, encapsulation or removal of asbestos or products or materials containing asbestos or similar hazardous substances. In the event Contractor encounters such material in performing its work, Contractor will have the right to discontinue work and remove its employees until the hazard is corrected or it determined no hazard exists.

Limitations of Liability and Indemnity

- Except as provided by Mississippi Law, Contractor will not be liable for delays or failure to obligate due to fire, flood, strike, lockout, freezing, unavailability of material, riots, acts of God, or cause beyond reasonable control.
- All work performed by Contractor that may be found in conflict with local, state, or federal building codes shall be corrected by Contractor. Vendor acknowledges that the City of Brandon, Mississippi, is a Mississippi government entity and is entitled to certain protections, limitations, defenses, and privileges, and immunities as provided by MCA Section 11-46-1 et. Seq. (The Mississippi Tort Claims Act) and as otherwise provided by Mississippi law and that all such protections, limitations, defenses,



A Fidelity Company

1385 Industrial Drive

Bolton, MS 39041

Phone: (601)398-2475

Preventive Maintenance

The Agreement is made by and between: Metro Building Services of Bolton, Mississippi herein after known as the Contractor and City of Brandon - Amphitheater (Refrigeration) of Brandon, Mississippi herein after known as the Customer. Services will be provided at 8190 Rocky Way.

The Contractor is providing a system of maintenance for the equipment type contained within the schedules, terms and conditions on the pages attached and listed below.

- **Schedule "A":** Describes the level of service being provided by the Agreement.
- **Schedule "B":** Describes the limit of liability and the terms and conditions.
- **Schedule "C":** Describes the equipment covered by the Agreement.
- **Schedule "D":** Describes the filter types, sizes, and frequency of changes.

The service agreement is based on (1) Annual and (3) Operational Inspections at a price of \$3,014.00 per year, payable in equal quarterly installments of \$753.50.

Option 1: In addition to this service agreement the price for additional Ice Machine Cleaning will be in the amount of \$365.00 per machine. (ADD 4 units)

The first payment is due 30 days after coverage begins. Coverage shall continue until September 30, 2026.

The schedules attached to the service Agreement constitute the entire Agreement between the Contractor and the Customer. The service Agreement remains the property of Contractor and is provided for the Customer's use only. This service Agreement is subject to management approval by Contractor. No waiver changes or modification of any terms or conditions shall be binding on Contractor unless made in writing and signed by authorized management of Contractor.

By: Colby Blount

HVAC Sales

Date: **September 2, 2025**

By:

Butch Lee

Mayor

Date:

SCHEDULE A

Inspections Include

Summer Annual Inspections- Condenser coil pressure wash, hand wash or chemical washing, drain pan cleaning, install drain pan tablets, blowing out the drain lines, check unit controls and components, check freon pressures and levels, check compressor amps and volts, check blower and condenser motor amps and volts. Also included is (1) belt replacement per year. Our program includes all maintenance materials, gaskets, oils, and lubricants required to perform these inspections tasking procedures. We will clean all blower wheels (including mini splits) and intake louvers.

Winter Annual Inspections- Thoroughly inspect the heating system to rectify any problems, clean and inspect the heat exchanger(s), ensure all electrical connections are tight and wiring intact, inspect the condensate system and clean and flush as necessary, examine and clean flame sensors, ignitors and burner assembly, examine the venting system, for deterioration, corrosion, or blockage, survey the vent terminations and air inlet dampers/louvers to make sure they are unobstructed and clear, check control settings as well as test safety controls and operating controls. We will check and clean all heat exchangers and burners on gas heating equipment.

Operational Inspections- Inspection of unit operation, check condenser coils, clean drain pans, all mini split unit reservoirs, filters and floats shall be cleaned thoroughly with an antibacterial solution blow out all drain lines and hoses with air and leak check and install drain pan tablets, Clean with non-caustic solution such as Coil Rite", check belt tensions, and overall system operations.

Ice Machine Filter Maintenance

(1) ice machine cleaning and sanitizing per year. Metro Building Services will provide the labor, materials, and dispose of the used water filters. (Customer provides all water filters).

Emergency and Trouble Call Coverage

Even with the maintenance care provided in this program, occasional failures can occur. Although the cost of emergency service labor and materials are not included in this

By: Colby Blount

HVAC Sales

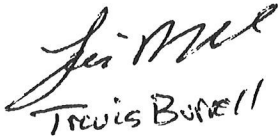
By:

Butch Lee

Mayor

Date: **September 2, 2025**

Date:


Travis Burrill

SCHEDULE A

Inspections Include

Summer Annual Inspections- Condenser coil pressure wash, hand wash or chemical washing, drain pan cleaning, install drain pan tablets, blowing out the drain lines, check unit controls and components, check freon pressures and levels, check compressor amps and volts, check blower and condenser motor amps and volts. Also included is (1) belt replacement per year. Our program includes all maintenance materials, gaskets, oils, and lubricants required to perform these inspections tasking procedures. We will clean all blower wheels (including mini splits) and intake louvers.

Winter Annual Inspections- Thoroughly inspect the heating system to rectify any problems, clean and inspect the heat exchanger(s), ensure all electrical connections are tight and wiring intact, inspect the condensate system and clean and flush as necessary, examine and clean flame sensors, ignitors and burner assembly, examine the venting system, for deterioration, corrosion, or blockage, survey the vent terminations and air inlet dampers/louvers to make sure they are unobstructed and clear, check control settings as well as test safety controls and operating controls. We will check and clean all heat exchangers and burners on gas heating equipment.

Operational Inspections- Inspection of unit operation, check condenser coils, clean drain pans, all mini split unit reservoirs, filters and floats shall be cleaned thoroughly with an antibacterial solution blow out all drain lines and hoses with air and leak check and install drain pan tablets, Clean with non-caustic solution such as Coil Rite", check belt tensions, and overall system operations.

Ice Machine Filter Maintenance

(1) ice machine cleaning and sanitizing per year. Metro Building Services will provide the labor, materials, and dispose of the used water filters. (Customer provides all water filters).

Emergency and Trouble Call Coverage

Even with the maintenance care provided in this program, occasional failures can occur. Although the cost of emergency service labor and materials are not included in this

program, you will receive top priority trouble call response during peak heating and cooling periods. We will be on-site within (2) hours from receipt of your request.

Performance Review

A performance review is held with the Customer on an annual basis. Discussions include quality of work and improvement/suggestions. Items needing attention are addressed in a timely fashion.

Reports

Each completed service call is documented by a contractor service report. This report may be provided to the customer as evidence of the completed service showing each performed task.

Metro Building Service Team

Metro Building Services has assembled a specialized maintenance team dedicated to insuring a smooth integration of this program with Preventative Maintenance Contract Customers normal business activities. This team will ensure consistency in the delivery of your maintenance program, provide for effective lines of communication, and to avoid escorting unfamiliar people through your facility.

Your Account Manager will continue to work closely with you along with the Implementation Team to preserve the integrity of your equipment, reduce your energy and operating costs and to maintain tenant comfort. The Implementation Team will be made up of the following service professionals.

- Darlene Morgan is a Service Coordinator. Darlene is responsible for scheduling all maintenance program services. Darlene and the call center team can be reached at (601)398-2475 for emergency service or normal service requests.
- BJ Graves Is a Service Coordinator. BJ is responsible for scheduling all maintenance program services. BJ and the call center team can be reached at (601)398-2475 for emergency service or normal service requests.
- Cindy Goode is Billing Coordinator. Cindy is responsible for handling all invoicing per the terms and conditions of this agreement. Cindy can be reached at (601)398-2475.
- Travis Burrell is Director of Service Operations. Travis is responsible for all service operations, PM Contracts, PM scheduling. Travis can be reached at (601)906-2656.

Scheduled task

The service program is designed to provide continuing maintenance on the equipment listed in schedule "C" of the Agreement. The tasks planned and scheduled are designed to provide for the long-term care of the customer's equipment.

Each service visit will be scheduled and prepared by the Contractors dispatch system. The Contractor schedule includes specific tasks for each piece of equipment required to maintain the systems at peak efficiency.

Maintenance

The run-time uses and application of the piece of equipment determine the equipment service frequency. This information, along with manufacturer's recommendations and our experience assures the customer's equipment receives the most cost-effective maintenance in the industry.

Repair and Replacement

- The Contractor invoices for all labor and materials to repair or replace worn or failed parts. Darlene Morgan is a Service Coordinator. Darlene is responsible for scheduling all maintenance program services. Darlene and the call center team can be reached at (601)398-2475 for emergency service or normal service requests.
- BJ Graves is a Service Coordinator. BJ is responsible for scheduling all maintenance program services. BJ and the call center team can be reached at (601)398-2475 for emergency service or normal service requests.
- Cindy Goode is Billing Coordinator. Cindy is responsible for handling all invoicing per the terms and conditions of this agreement. Cindy can be reached at (601)398-2475.
- Travis Burrell is Director of Service Operations. Travis is responsible for all service operations, PM Contracts, PM scheduling. Travis can be reached at (601)906-2656.

and for the parts and components separately from this Agreement.

The service agreement includes consumable materials such as lubricants, grease, cleaners, and clean-up materials. Replacement of parts and components is subject to the Owners approval and is invoiced separately from this Agreement.

Emergency Service

The Contractor is on call and can provide all labor, parts, and materials seven days a week/twenty-four hours a day.

Additional Services

- 24-hour Plumbing Service
- Sheet Metal and Steel Fabrication
- Energy Management Systems and Audits
- Design Build
- Engineering
- HVAC and Plumbing Construction

Preferred Customer Pricing

As a valued customer this agreement allows Preventative Maintenance Contract Customers to receive a 10% discount on labor for plumbing or HVAC service calls priced on a time and material basis. This discount also applies to emergency services or repairs not covered in this agreement. (Quoted or Contract pricing for equipment replacements or other major repairs are not subject to discounts as they offer best pricing already included in the quote).

Refrigerant Containment Service

We will use recovery, recycling, and reclamation of your refrigerant as appropriate to minimize costs of replacement refrigerant. Such work will be done per all Federal, State and Local Regulatory Guidelines.

SCHEDULE B

Terms and Conditions

- Contractor agrees to perform all work professionally and to furnish only materials of good quality.
- The customer provides and allows reasonable access to all areas and equipment and allows Contractor to stop and start equipment as necessary to fulfill the terms of the Agreement.
- All maintenance tasks will be performed during the Contractor's normal working hours.
- The customer agrees to inform the Contractor immediately of problems found in the operation of the equipment.
- Repair or replacement of non-maintainable parts of the system(s) such as, but not limited to, coils, heat exchangers, duct work, piping, shell and tube, unit cabinets, boiler refractory material, insulating material, electrical wiring, hydronic and pneumatic piping, structural supports, and other non-moving parts, are not included in this Agreement.
- Any repairs or services resulting from power failures, freezing temperatures, roof leaks through curbs or equipment, or air side corrosion will be paid for by the customer in accordance with Contractor's currently established rates.
- The agreement does not include responsibility for design deficiencies, such as, but not limited to poor air distribution, water balances, etc. It does not include responsibility for system, equipment and component obsolescence, electrical failures, unserviceable equipment and operating the system(s). If the equipment covered is altered, modified, changed, or moved, this Agreement may be adjusted accordingly or terminated.
- Contractor is not responsible for the removal or disposal of any hazardous materials, or any cost associated with these materials unless otherwise noted in this Agreement.
- The agreement does not include repairing any damage resulting from improper/inadequate water treatment or filter service not supplied by Contractor.
- This agreement does not include the cleaning of any air passages, air grills, or air balancing of systems.



A Fidelity Company

1385 Industrial Drive

Bolton, MS 39041

Phone: (601)398-2475

Preventive Maintenance

The Agreement is made by and between: Metro Building Services of Bolton, Mississippi herein after known as the Contractor and City of Brandon, (CITY SHOP) of Brandon, Mississippi herein after known as the Customer. Services will be provided at 401 North St.

The Contractor is providing a system of maintenance for the equipment type contained within the schedules, terms and conditions on the pages attached and listed below.

- **Schedule "A":** Describes the level of service being provided by the Agreement.
- **Schedule "B":** Describes the limit of liability and the terms and conditions.
- **Schedule "C":** Describes the equipment covered by the Agreement.
- **Schedule "D":** Describes the filter types, sizes, and frequency of changes.

The service agreement is based on (1) Annual Inspection and (3) Operational Inspections, and (8) additional filter changes at a price of \$808.00 per year, payable in Quarterly installments of \$202.00.

The first payment is due 30 days after coverage begins. Coverage shall continue until September 30th 2026.

The schedules attached to the service Agreement constitute the entire Agreement between the Contractor and the Customer. The service Agreement remains the property of Contractor and is provided for the Customer's use only. This service Agreement is subject to management approval by Contractor. No waiver changes or modification of any terms or conditions shall be binding on Contractor unless made in writing and signed by authorized management of Contractor.

By: **COLBY BLOUNT**

HVAC SALES

By:

Butch Lee

Mayor

Date:

SCHEDULE A

Inspections Include

Summer Annual Inspections- Condenser coil pressure wash, hand wash or chemical washing, drain pan cleaning, install drain pan tablets, blowing out the drain lines, check unit controls and components, check freon pressures and levels, check compressor amps and volts, check blower and condenser motor amps and volts. Also included is (1) belt replacement per year. Our program includes all maintenance materials, gaskets, oils, and lubricants required to perform these inspections tasking procedures. We will clean all blower wheels (including mini splits) and intake louvers.

Winter Annual Inspections- Thoroughly inspect the heating system to rectify any problems, clean and inspect the heat exchanger(s), ensure all electrical connections are tight and wiring intact, inspect the condensate system and clean and flush as necessary, examine and clean flame sensors, ignitors and burner assembly, examine the venting system, for deterioration, corrosion, or blockage, survey the vent terminations and air inlet dampers/louvers to make sure they are unobstructed and clear, check control settings as well as test safety controls and operating controls. We will check and clean heat exchangers and burners on all gas heating equipment.

Operational Inspections- Inspection of unit operation, check condenser coils, clean drain pans, all mini split unit reservoirs, filters and floats shall be cleaned thoroughly with an antibacterial solution blow out all drain lines and hoses with air and leak check and install drain pan tablets, Clean with non-caustic solution such as Coil Rite", check belt tensions, and overall system operations.

Air Filter Maintenance

Included in your Maintenance Program are (12) air filter changes per year.(MBS supplied and installed Filters)

Emergency and Trouble Call Coverage

Even with the maintenance care provided in this program, occasional failures can occur. Although the cost of emergency service labor and materials are not included in this program, you will receive top priority trouble call response during peak heating and cooling periods. We will be on-site within (2) hours from receipt of your request.

By: **COLBY BLOUNT**

HVAC SALES

Trevi's Burrell
Trevi's Burrell

By:

Butch Lee

Mayor

Date:

SCHEDULE A

Inspections Include

Summer Annual Inspections- Condenser coil pressure wash, hand wash or chemical washing, drain pan cleaning, install drain pan tablets, blowing out the drain lines, check unit controls and components, check freon pressures and levels, check compressor amps and volts, check blower and condenser motor amps and volts. Also included is (1) belt replacement per year. Our program includes all maintenance materials, gaskets, oils, and lubricants required to perform these inspections tasking procedures. We will clean all blower wheels (including mini splits) and intake louvers.

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Performance Review

A performance review is held with the Customer on an annual basis. Discussions include quality of work and improvement/suggestions. Items needing attention are addressed in a timely fashion.

Reports

Each completed service call is documented by a contractor service report. This report may be provided to the customer as evidence of the completed service showing each performed task.

Metro Building Service Team

Metro Building Services has assembled a specialized maintenance team dedicated to insuring a smooth integration of this program with Preventative Maintenance Contract Customers normal business activities. This team will ensure consistency in the delivery of your maintenance program, provide for effective lines of communication, and to avoid escorting unfamiliar people through your facility.

Your Account Manager will continue to work closely with you along with the Implementation Team to preserve the integrity of your equipment, reduce your energy and operating costs and to maintain tenant comfort. The Implementation Team will be made up of the following service professionals.

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- Cindy Goode is Billing Coordinator. Cindy is responsible for handling all invoicing per the terms and conditions of this agreement. Cindy can be reached at (601)398-2475.
- Travis Burrell is Director of Service Operations. Travis is responsible for all service operations, PM Contracts, PM scheduling. Travis can be reached at (601)906-2656.

Scheduled Tasks

The service program is designed to provide continuing maintenance on the equipment listed in schedule "C" of the Agreement. The tasks planned and scheduled are designed to provide for the long-term care of the customer's equipment.

Each service visit will be scheduled and prepared by the Contractors dispatch system. The Contractor schedule includes specific tasks for each piece of equipment required to maintain the systems at peak efficiency.

Maintenance

The run-time uses and application of the piece of equipment determine the equipment service frequency. This information, along with manufacturer's recommendations and our experience assures the customer's equipment receives the most cost-effective maintenance in the industry.

Repair and Replacement

The Contractor invoices for all labor and materials to repair or replace worn or failed parts and for the parts and components separately from this Agreement.

The service agreement includes consumable materials such as lubricants, grease, cleaners, and clean-up materials. Replacement of parts and components is subject to the Owners approval and is invoiced separately from this Agreement.

Emergency Service

The Contractor is on call and can provide all labor, parts, and materials seven days a week/twenty-four hours a day.

Additional Services

- 24-hour Plumbing Service
- Sheet Metal and Steel Fabrication
- Energy Management Systems and Audits
- Design Build
- Engineering
- HVAC and Plumbing Construction

Preferred Customer Pricing

As a valued customer this agreement allows Preventative Maintenance Contract Customers to receive a 10% discount on labor for plumbing or HVAC service calls priced on a time and material basis. This discount also applies to emergency services or repairs not covered in this agreement. (Quoted or Contract pricing for equipment replacements or other major repairs are not subject to discounts as they offer best pricing already included in the quote).

Refrigerant Containment Service

We will use recovery, recycling, and reclamation of your refrigerant as appropriate to minimize costs of replacement refrigerant. Such work will be done per all Federal, State and Local Regulatory Guidelines.

SCHEDULE B

Terms and Conditions

- Contractor agrees to perform all work professionally and to furnish only materials of good quality.
 - The customer provides and allows reasonable access to all areas and equipment and allows Contractor to stop and start equipment as necessary to fulfill the terms of the Agreement.
 - All maintenance tasks will be performed during the Contractor's normal working hours.
 - The customer agrees to inform the Contractor immediately of problems found in the operation of the equipment.
 - Repair or replacement of non-maintainable parts of the system(s) such as, but not limited to, coils, heat exchangers, duct work, piping, shell and tube, unit cabinets, boiler refractory material, insulating material, electrical wiring, hydronic and pneumatic piping, structural supports, and other non-moving parts, are not included in this Agreement.
 - Any repairs or services resulting from power failures, freezing temperatures, roof leaks through curbs or equipment, or air side corrosion will be paid for by the customer in accordance with Contractor's currently established rates.
 - Under no circumstances will Contractor be responsible for loss of use, loss of profits, increased operating, or maintenance expense, claims of this customers/tenants or client, or any special, indirect, or consequential damages.
 - The agreement does not include responsibility for design deficiencies, such as, but not limited to poor air distribution, water balances, etc. It does not include responsibility for system, equipment and component obsolescence, electrical failures, unserviceable equipment and operating the system(s). If the equipment covered is altered, modified, changed, or moved, this Agreement may be adjusted accordingly or terminated.
 - Contractor is not responsible for the removal or disposal of any hazardous materials, or any cost associated with these materials unless otherwise noted in this Agreement.
 - The agreement does not include repairing any damage resulting from improper/inadequate water treatment or filter service not supplied by Contractor.
 - This agreement does not include the cleaning of any air passages, air grills, or air balancing of systems.
 - This agreement and all rights hereunder shall not be assignable unless approved by Contractor.
 - In the event of additional freight, labor, or material costs resulting from this customer's request to avoid delays with the respect to equipment warranties, or accelerated delivery of parts and supplies, Customer agrees to pay these additional costs at Contractor's currently established rates.
-
- Contractor's scope of work shall not include the identification, detection, abatement, encapsulation or removal of asbestos or products or materials containing asbestos or

similar hazardous substances. In the event Contractor encounters such material in performing its work, Contractor will have the right to discontinue work and remove its employees until the hazard is corrected or it determined no hazard exists.

Limitations of Liability and Indemnity

- Contractor will not be liable for delays or failure to obligate due to fire, flood, strike, lockout, freezing, unavailability of material, riots, acts of God, or cause beyond reasonable control.
- Except as provided by Mississippi law, Contractor's liability or warranty, either expressed or implied, is limited to replacement of defective materials, parts, and correction of faulty workmanship. All work performed by Contractor that may be found in conflict with local, state, or federal building codes shall be corrected by Contractor. Vendor acknowledges that the City of Brandon, Mississippi, is a Mississippi government entity and is entitled to certain protections, limitations, defenses, and privileges, and immunities as provided by MCA Section 11-46-1 et. Seq. (The Mississippi Tort Claims Act) and as otherwise provided by Mississippi law and that all such protections, limitations, defenses, privileges and immunities are reserved and asserted by the City, the provisions of this Agreement notwithstanding.

SCHEDULE C

Qty	Type	Size	Manuf.	Location
1	Split System (Outside)	5	Rheem	GROUND CU-1
1	Split System (Inside)	5	Rheem	CLOSET - FURN-1 - 2-20x20X1 A/F
6	Hanging Heaters			Hanging in Shop



A Fidelity Company

1385 Industrial Drive

Bolton, MS 39041

Phone: (601)398-2475

Preventive Maintenance

The Agreement is made by and between: Metro Building Services of Bolton, Mississippi herein after known as the Contractor and City of Brandon - Police Department of Brandon, Mississippi herein after known as the Customer. Services will be provided at 1455 West Government Street.

The Contractor is providing a system of maintenance for the equipment type contained within the schedules, terms and conditions on the pages attached and listed below.

- **Schedule "A":** Describes the level of service being provided by the Agreement.
- **Schedule "B":** Describes the limit of liability and the terms and conditions.
- **Schedule "C":** Describes the equipment covered by the Agreement.
- **Schedule "D":** Describes the filter types, sizes, and frequency of changes.

The service agreement is based on (1) Annual and (3) Operational Inspections at a price of \$2,758.00 per year, payable in equal quarterly installments of \$689.50.

The first payment is due 30 days after coverage begins. Coverage shall continue until September 30th 2026.

The schedules attached to the service Agreement constitute the entire Agreement between the Contractor and the Customer. The service Agreement remains the property of Contractor and is provided for the Customer's use only. This service Agreement is subject to management approval by Contractor. No waiver changes or modification of any terms or conditions shall be binding on Contractor unless made in writing and signed by authorized management of Contractor.

By: **Colby Blount**

HVAC Sales

Date:

By:

Butch Lee

Mayor

Date:

SCHEDULE A

Inspections Include

Summer Annual Inspections- Condenser coil pressure wash, hand wash or chemical washing, drain pan cleaning, install drain pan tablets, blowing out the drain lines, check unit controls and components, check freon pressures and levels, check compressor amps and volts, check blower and condenser motor amps and volts. Also included is (1) belt replacement per year. Our program includes all maintenance materials, gaskets, oils, and lubricants required to perform these inspections tasking procedures. We will clean all blower wheels (including mini splits) and intake louvers.

Winter Annual Inspections- Thoroughly inspect the heating system to rectify any problems, clean and inspect the heat exchanger(s), ensure all electrical connections are tight and wiring intact, inspect the condensate system and clean and flush as necessary, examine and clean flame sensors, ignitors and burner assembly, examine the venting system, for deterioration, corrosion, or blockage, survey the vent terminations and air inlet dampers/louvers to make sure they are unobstructed and clear, check control settings as well as test safety controls and operating controls. We will clean all heat exchangers and burners on all gas heating equipment.

Operational Inspections- Inspection of unit operation, check condenser coil, clean drain pans, all mini split unit reservoirs, filters and floats shall be cleaned thoroughly with an antibacterial solution blow out all drain lines and hoses with air and leak check and install drain pan tablets, Clean with non-caustic solution such as Coil Rite", check belt tensions, and overall system operations.

Air Filter Maintenance

Included in your Maintenance Program are (4) air filter changes per year. Metro Building Services will provide the labor, materials, and dispose of the used filters

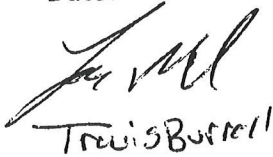
Emergency and Trouble Call Coverage

Even with the maintenance care provided in this program, occasional failures can occur. Although the cost of emergency service labor and materials are not included in this program, you will receive top priority trouble call response during peak heating and cooling periods. We will be on-site within (2) hours from receipt of your request.

By: **Colby Blount**

HVAC Sales

Date:



Travis Burrell

By:

Butch Lee

Mayor

Date:

SCHEDULE A

Inspections Include

Summer Annual Inspections- Condenser coil pressure wash, hand wash or chemical washing, drain pan cleaning, install drain pan tablets, blowing out the drain lines, check unit controls and components, check freon pressures and levels, check compressor amps and volts, check blower and condenser motor amps and volts. Also included is (1) belt replacement per year. Our program includes all maintenance materials, gaskets, oils, and lubricants required to perform these inspections tasking procedures. We will clean all blower wheels (including mini splits) and intake louvers.

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Operational Inspections- Inspection of unit operation, check condenser coil, clean drain pans, all mini split unit reservoirs, filters and floats shall be cleaned thoroughly with an antibacterial solution blow out all drain lines and hoses with air and leak check and install drain pan tablets, Clean with non-caustic solution such as Coil Rite", check belt tensions, and overall system operations.

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Performance Review

A performance review is held with the Customer on an annual basis. Discussions include quality of work and improvement/suggestions. Items needing attention are addressed in a timely fashion.

Reports

Each completed service call is documented by a Contractor service report. This report may be provided to the customer as evidence of the completed service showing each performed task.

Metro Building Service Team

Metro Building Services has assembled a specialized maintenance team dedicated to insuring a smooth integration of this program with Preventative Maintenance Contract Customers normal business activities. This team will ensure consistency in the delivery of your maintenance program, provide for effective lines of communication, and to avoid escorting unfamiliar people through your facility.

- Your Account Manager will continue to work closely with you along with the Implementation Team to preserve the integrity of your equipment, reduce your energy and operating costs and to maintain tenant comfort. The Implementation Team will be made up of the following service professionals.
- Darlene Morgan is a Service Coordinator. Darlene is responsible for scheduling maintenance program services. Darlene and the call center team can be reached at (601)398-2475 for emergency service or normal service requests.
- BJ Graves Is a Service Coordinator. BJ is responsible for scheduling maintenance program services. BJ and the call center team can be reached at (601)398-2475 for emergency service or normal service requests.
- Cindy Goode is Billing Coordinator. Cindy is responsible for handling all invoicing per the terms and conditions of this agreement. Cindy can be reached at (601)398-2475.
- Travis Burrell is Director of Service Operations. Travis is responsible for all service operations, PM Contracts, PM scheduling. Travis can be reached at (601)906-2656.

Scheduled Tasks

The service program is designed to provide continuing maintenance on the equipment listed in schedule "C" of the Agreement. The tasks planned and scheduled are designed to provide for the long-term care of the customer's equipment.

Each service visit will be scheduled and prepared by the Contractors dispatch system. The Contractor schedule includes specific tasks for each piece of equipment required to maintain the systems at peak efficiency.

Maintenance

The run-time uses and application of the piece of equipment determine the equipment service frequency. This information, along with manufacturer's recommendations and our experience assures the customer's equipment receives the most cost-effective maintenance in the industry.

Repair and Replacement

The Contractor invoices for all labor and materials to repair or replace worn or failed parts and for the parts and components separately from this Agreement.

The service agreement includes consumable materials such as lubricants, grease, cleaners, and clean-up materials. Replacement of parts and components is subject to the Owners approval and is invoiced separately from this Agreement.

Emergency Service

The Contractor is on call and can provide all labor, parts, and materials seven days a week/twenty-four hours a day.

Additional Services

- 24-hour Plumbing Service
- Sheet Metal and Steel Fabrication
- Energy Management Systems and Audits
- Design Build
- Engineering
- HVAC and Plumbing Construction

Preferred Customer Pricing

As a valued customer, this agreement allows Preventative Maintenance Contract Customers to receive a 10% discount on labor for plumbing or HVAC service calls priced on a time and material basis. This discount also applies to emergency services or repairs not covered in this agreement. (Quoted or Contract pricing for equipment replacements or other major repairs are not subject to discounts as they offer best pricing already included in the quote).

Refrigerant Containment Service

We will use recovery, recycling, and reclamation of your refrigerant as appropriate to minimize costs of replacement refrigerant. Such work will be done per all Federal, State and Local Regulatory Guidelines.

SCHEDULE B

Terms and Conditions

- Contractor agrees to perform all work professionally and to furnish only materials of good quality.
- The customer provides and allows reasonable access to all areas and equipment and allows Contractor to stop and start equipment as necessary to fulfill the terms of the Agreement.
- All maintenance tasks will be performed during the Contractor's normal working hours.
- The customer agrees to inform the Contractor immediately of problems found in the operation of the equipment.
- Repair or replacement of non-maintainable parts of the system(s) such as, but not limited to, coils, heat exchangers, duct work, piping, shell and tube, unit cabinets, boiler refractory material, insulating material, electrical wiring, hydronic and pneumatic piping, structural supports and other non-moving parts, are not included in this Agreement.
- Any repairs or services resulting from power failures, freezing temperatures, roof leaks through curbs or equipment, or air side corrosion will be paid for by the customer in accordance with Contractor's currently established rates.
- The agreement does not include responsibility for design deficiencies, such as, but not limited to poor air distribution, water balances, etc. It does not include responsibility for system, equipment and component obsolescence, electrical failures, unserviceable equipment and operating the system(s). If the equipment covered is altered, modified, changed, or moved, this Agreement may be adjusted accordingly or terminated.
- Contractor is not responsible for the removal or disposal of any hazardous materials or any cost associated with these materials unless otherwise noted in this Agreement.
- The agreement does not include repairing any damage resulting from improper/inadequate water treatment or filter service not supplied by Contractor.
- This agreement does not include the cleaning of any air passages, air grills, or air balancing of systems.
- This agreement and all rights hereunder shall not be assignable unless approved by Contractor.
- In the event of additional freight, labor, or material costs resulting from this customer's request to avoid delays with the respect to equipment warranties, or accelerated delivery of parts and supplies, Customer agrees to pay these additional costs at Contractor's currently established rates.
- Contractor's scope of work shall not include the identification, detection, abatement, encapsulation or removal of asbestos or products or materials containing asbestos or similar hazardous substances. In the event Contractor encounters such material in performing its work, Contractor will have the right to discontinue work and remove its employees until the hazard is corrected or it determined no hazard exists.

Limitations of Liability and Indemnity

- Except as provided by Mississippi Law, Contractor will not be liable for delays or failure to obligate due to fire, flood, strike, lockout, freezing, unavailability of material, riots, acts of God, or cause beyond reasonable control.
- All work performed by Contractor that may be found in conflict with local, state, or federal building codes shall be corrected by Contractor. Vendor acknowledges that the City of Brandon, Mississippi, is a Mississippi government entity and is entitled to certain protections, limitations, defenses, and privileges, and immunities as provided by MCA Section 11-46-1 et. Seq. (The Mississippi Tort Claims Act) and as otherwise provided by Mississippi law and that all such protections, limitations, defenses, privileges and immunities are reserved and asserted by the City, the provisions of this Agreement notwithstanding.

SCHEDULE C

Qty	Type	Size	Manuf.	Model	Serial	Location
1	Split System (Outside)	16	MITSUBISHI	PURY-P168TNU-A	N/A	GROUND ODU-1
1	Split System (Outside)	16	MITSUBISHI	PURY-P168TNU-A	N/A	GROUND ODU-2
1	Split System (Outside)	16	MITSUBISHI	PURY-P168TNU-A	N/A	GROUND ODU-3
1	Split System (Inside)	2.5	MITSUBISHI	PVIFY-P30NAMU-E	N/A	IU-1-01
1	Split System (Inside)	2	MITSUBISHI	PVIFY-P30NAMU-E	N/A	IU-1-02
1	Split System (Inside)	2	MITSUBISHI	PVIFY-P30NAMU-E	N/A	IU-1-03
1	Split System (Inside)	1	MITSUBISHI	PVIFY-P30NAMU-E	N/A	IU-1-04
1	Split System (Inside)	5	MITSUBISHI	PVIFY-P30NAMU-E	N/A	IU-1-05
1	Split System (Inside)	1	MITSUBISHI	PVIFY-P30NAMU-E	N/A	IU-1-06
1	Split System (Inside)	2	MITSUBISHI	PVIFY-P30NAMU-E	N/A	IU-1-07
1	Split System (Inside)	1	MITSUBISHI	PVIFY-P30NAMU-E	N/A	IU-1-08
1	Split System (Inside)	3	MITSUBISHI	PVIFY-P30NAMU-E	N/A	IU-2-01
1	Split System (Inside)	2	MITSUBISHI	PVIFY-P30NAMU-E	N/A	IU-2-02
1	Split System (Inside)	4	MITSUBISHI	PVIFY-P30NAMU-E	N/A	IU-2-03
1	Split System (Inside)	2.5	MITSUBISHI	PVIFY-P30NAMU-E	N/A	IU-2-04
1	Split System (Inside)	5	MITSUBISHI	PVIFY-P30NAMU-E	N/A	IU-2-05
1	Split System (Inside)	1.5	MITSUBISHI	PVIFY-P30NAMU-E	N/A	IU-3-01
1	Split System (Inside)	5	MITSUBISHI	PVIFY-P30NAMU-E	N/A	IU-3-02
1	Split System (Inside)	1.5	MITSUBISHI	PVIFY-P30NAMU-E	N/A	IU-3-03
1	Split System (Inside)	2.5	MITSUBISHI	PVIFY-P30NAMU-E	N/A	IU-3-04
1	Split System (Inside)	3	MITSUBISHI	PVIFY-P30NAMU-E	N/A	IU-3-05
1	Split System (Inside)	1	MITSUBISHI	PVIFY-P30NAMU-E	N/A	IU-3-06
1	Split System (Inside)	1	MITSUBISHI	PVIFY-P30NAMU-E	N/A	IU-3-06
1	Custom Equipment	1	MITSUBISHI	CMB-P108NU-JA1	N/A	BRANCH SELECTOR
1	Custom Equipment	1	MITSUBISHI	CMB-P108NU-JA1	N/A	BRANCH SELECTOR
1	Custom Equipment	1	MITSUBISHI	CMB-P108NU-JA1	N/A	BRANCH SELECTOR
1	Makeup Air Units	1500	AAON	V3-CRB-8-0162C-3FS	N/A	OAU-1
1	Split System (Outside)	8	AAON	V3-CRB-8-0162C-3FS	N/A	OAU-1, OUTDOOR AIR UNIT
1	Split System (Inside)	8	AAON	V3-CRB-8-0162C-3FS	N/A	OAU-1, OUTDOOR AIR UNIT
1	Split System (Outside)	8	AAON	CFA-013-B-A-A-8-ACOO	N/A	CU-1



A Fidelity Company

1385 Industrial Drive

Bolton, MS 39041

Phone: (601)398-2475

Preventive Maintenance

The Agreement is made by and between: Metro Building Services of Bolton, Mississippi herein after known as the Contractor and City of Brandon - Library of Brandon, Mississippi herein after known as the Customer. Services will be provided at 1475 W. Government Street.

The Contractor is providing a system of maintenance for the equipment type contained within the schedules, terms and conditions on the pages attached and listed below.

- **Schedule "A":** Describes the level of service being provided by the Agreement.
- **Schedule "B":** Describes the limit of liability and the terms and conditions.
- **Schedule "C":** Describes the equipment covered by the Agreement.
- **Schedule "D":** Describes the filter types, sizes, and frequency of changes.

The service agreement is based on (1) Annual and (3) Operational Inspections at a price of \$3,630.00 per year, payable in equal quarterly installments of \$907.50.

The first payment is due 30 days after coverage begins. Coverage shall continue until September 30th, 2026.

The schedules attached to the service Agreement constitute the entire Agreement between the Contractor and the Customer. The service Agreement remains the property of Contractor and is provided for the Customer's use only. This service Agreement is subject to management approval by Contractor. No waiver changes or modification of any terms or conditions shall be binding on Contractor unless made in writing and signed by authorized management of Contractor.

By: COLBY BLOUNT

HVAC SALES

By:

Butch Lee

Mayor

Date:

SCHEDULE A

Inspections Include

Summer Annual Inspections- Condenser coil pressure wash, hand wash or chemical washing, drain pan cleaning, install drain pan tablets, blowing out the drain lines, check unit controls and components, check freon pressures and levels, check compressor amps and volts, check blower and condenser motor amps and volts. Also included is (1) belt replacement per year. Our program includes all maintenance materials, gaskets, oils, and lubricants required to perform these inspections tasking procedures. We will clean all blower wheels (including mini splits) and intake louvers.

Winter Annual Inspections- Thoroughly inspect the heating system to rectify any problems, clean and inspect the heat exchanger(s), ensure all electrical connections are tight and wiring intact, inspect the condensate system and clean and flush as necessary, examine and clean flame sensors, ignitors and burner assembly, examine the venting system, for deterioration, corrosion, or blockage, survey the vent terminations and air inlet dampers/louvers to make sure they are unobstructed and clear, check control settings as well as test safety controls and operating controls. We will check and clean all heat exchangers on all gas heating Equipment.

Operational Inspections- Inspection of unit operation, check condenser coils, clean drain pans, all mini split unit reservoirs, filters and floats shall be cleaned thoroughly with an antibacterial solution blow out all drain lines and hoses with air and leak check and install drain pan tablets, Clean with non-caustic solution such as Coil Rite", check belt tensions, and overall system operations.

Air Filter Maintenance

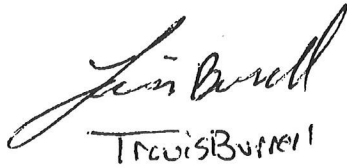
Included in your Maintenance Program are (4) air filter changes per year. Metro Building Services will provide filters, labor, materials, and dispose of the used filters.

Emergency and Trouble Call Coverage

Even with the maintenance care provided in this program, occasional failures can occur. Although the cost of emergency service labor and materials are not included in this program, you will receive top priority trouble call response during peak heating and cooling periods. We will be on-site within (2) hours from receipt of your request.

By: COLBY BLOUNT

HVAC SALES



Travis Butler

By:

Butch Lee

Mayor

Date:

SCHEDULE A

Inspections Include

Summer Annual Inspections- Condenser coil pressure wash, hand wash or chemical washing, drain pan cleaning, install drain pan tablets, blowing out the drain lines, check unit controls and components, check freon pressures and levels, check compressor amps and volts, check blower and condenser motor amps and volts. Also included is (1) belt replacement per year. Our program includes all maintenance materials, gaskets, oils, and lubricants required to perform these inspections tasking procedures. We will clean all blower wheels (including mini splits) and intake louvers.

Winter Annual Inspections- Thoroughly inspect the heating system to rectify any problems, clean and inspect the heat exchanger(s), ensure all electrical connections are tight and wiring intact, inspect the condensate system and clean and flush as necessary, examine and clean flame sensors, ignitors and burner assembly, examine the venting system, for deterioration, corrosion, or blockage, survey the vent terminations and air inlet dampers/louvers to make sure they are unobstructed and clear, check control settings as well as test safety controls and operating controls. We will check and clean heat exchangers and burners on all gas heating equipment.

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Air Filter Maintenance

Included in your Maintenance Program are (4) air filter changes per year. Metro Building Services will provide filters, labor, materials, and dispose of the used filters

Emergency and Trouble Call Coverage

Even with the maintenance care provided in this program, occasional failures can occur. Although the cost of emergency service labor and materials are not included in this program, you will receive top priority trouble call response during peak heating and cooling periods. We will be on-site within (2) hours from receipt of your request.

Performance Review

A performance review is held with the Customer on an annual basis. Discussions include quality of work and improvement/suggestions. Items needing attention are addressed in a timely fashion.

Reports

Each completed service call is documented by a Contractor service report. This report may be provided to the customer as evidence of the completed service showing each performed task.

Metro Building Service Team

Metro Building Services has assembled a specialized maintenance team dedicated to insuring a smooth integration of this program with Preventative Maintenance Contract Customers normal business activities. This team will ensure consistency in the delivery of your maintenance program, provide for effective lines of communication, and to avoid escorting unfamiliar people through your facility.

Your Account Manager will continue to work closely with you along with the Implementation Team to preserve the integrity of your equipment, reduce your energy and operating costs and to maintain tenant comfort. The Implementation Team will be made up of the following service professionals.

- Darlene Morgan is a Service Coordinator. Darlene is responsible for scheduling maintenance program services. Darlene and the call center team can be reached at (601)398-2475 for emergency service or normal service requests.
- BJ Graves Is a Service Coordinator. BJ is responsible for scheduling maintenance program services. BJ and the call center team can be reached at (601)398-2475 for emergency service or normal service requests.
- Cindy Goode is Billing Coordinator. Cindy is responsible for handling all invoicing per the terms and conditions of this agreement. Cindy can be reached at (601)398-2475.
- Travis Burrell is Director of Service Operations. Travis is responsible for all service operations, PM Contracts, PM scheduling. Travis can be reached at (601)906-2656.

Scheduled Tasks

The service program is designed to provide continuing maintenance on the equipment listed in schedule "C" of the Agreement. The tasks planned and scheduled are designed to provide for the long-term care of the customer's equipment.

Each service visit will be scheduled and prepared by the Contractors dispatch system. The Contractor schedule includes specific tasks for each piece of equipment required to maintain the systems at peak efficiency.

Maintenance

The run-time uses and application of the piece of equipment determine the equipment service frequency. This information, along with manufacturer's recommendations and our experience assures the customer's equipment receives the most cost-effective maintenance in the industry.

Repair and Replacement

The Contractor invoices for all labor and materials to repair or replace worn or failed parts and for the parts and components separately from this Agreement.

The service agreement includes consumable materials such as lubricants, grease, cleaners, and clean-up materials. Replacement of parts and components is subject to the Owners approval and is invoiced separately from this Agreement.

Emergency Service

The Contractor is on call and can provide all labor, parts and materials seven days a week/twenty-four hours a day.

Additional Services

- 24-hour Plumbing Service
- Sheet Metal and Steel Fabrication
- Energy Management Systems and Audits
- Design Build
- Engineering
- HVAC and Plumbing Construction

Preferred Customer Pricing

As a valued customer, this agreement allows Preventative Maintenance Contract Customers to receive a 10% discount on labor for plumbing or HVAC service calls priced on a time and material basis. This discount also applies to emergency services or repairs not covered in this agreement. (Quoted or Contract pricing for equipment replacements or other major repairs are not subject to discounts as they offer best pricing already included in the quote).

Refrigerant Containment Service

We will use recovery, recycling, and reclamation of your refrigerant as appropriate to minimize costs of replacement refrigerant. Such work will be done per all Federal, State and Local Regulatory Guidelines.

SCHEDULE B

Terms and Conditions

- Contractor agrees to perform all work professionally and to furnish only materials of good quality.
 - The customer provides and allows reasonable access to all areas and equipment and allows Contractor to stop and start equipment as necessary to fulfill the terms of the Agreement.
 - All maintenance tasks will be performed during the Contractor's normal working hours.
 - The customer agrees to inform the Contractor immediately of problems found in the operation of the equipment.
 - Repair or replacement of non-maintainable parts of the system(s) such as, but not limited to, coils, heat exchangers, duct work, piping, shell and tube, unit cabinets, boiler refractory material, insulating material, electrical wiring, hydronic and pneumatic piping, structural supports and other non-moving parts, are not included in this Agreement.
 - Any repairs or services resulting from power failures, freezing temperatures, roof leaks through curbs or equipment, or air side corrosion will be paid for by the customer in accordance with Contractor's currently established rates.
 - The agreement does not include responsibility for design deficiencies, such as, but not limited to poor air distribution, water balances, etc. It does not include responsibility for system, equipment and component obsolescence, electrical failures, unserviceable equipment and operating the system(s). If the equipment covered is altered, modified, changed or moved, this Agreement may be adjusted accordingly or terminated.
 - Contractor is not responsible for the removal or disposal of any hazardous materials or any cost associated with these materials unless otherwise noted in this Agreement.
 - The agreement does not include repairing any damage resulting from improper/inadequate water treatment or filter service not supplied by Contractor.
 - This agreement does not include the cleaning of any air passages, air grills, or air balancing of systems.
 - This agreement and all rights hereunder shall not be assignable unless approved by Contractor.
 - In the event of additional freight, labor, or material costs resulting from this customer's request to avoid delays with the respect to equipment warranties, or accelerated delivery of parts and supplies, Customer agrees to pay these additional costs at Contractor's currently established rates.
-
- Contractor's scope of work shall not include the identification, detection, abatement, encapsulation or removal of asbestos or products or materials containing asbestos or similar hazardous substances. In the event Contractor encounters such material in performing its work, Contractor will have the right to discontinue work and remove its employees until the hazard is corrected or it determined no hazard exists.

Limitations of Liability and Indemnity

- Except as provided by Mississippi Law, Contractor will not be liable for delays or failure to obligate due to fire, flood, strike, lockout, freezing, unavailability of material, riots, acts of God, or cause beyond reasonable control.
- All work performed by Contractor that may be found in conflict with local, state, or federal building codes shall be corrected by Contractor. Vendor acknowledges that the City of Brandon, Mississippi, is a Mississippi government entity and is entitled to certain protections, limitations, defenses, and privileges, and immunities as provided by MCA Section 11-46-1 et. Seq. (The Mississippi Tort Claims Act) and as otherwise provided by Mississippi law and that all such protections, limitations, defenses, privileges and immunities are reserved and asserted by the City, the provisions of this Agreement notwithstanding.

SCHEDULE C

Qty	Type	Size	Manuf.	Model	Serial	Location
1	Air Handling Unit	10	TRANE	MCCA035A	K02F86068	AHU-1
1	Air Handling Unit	10	TRANE	MCCA035A	K02F86150	AHU-2
1	Air Handling Unit	10	TRANE	MCCA025A	K02F86157	AHU-3
1	Air Handling Unit	10	TRANE	MCCA014A	K02F86170	AHU-4
1	Packaged Chillers	140	TRANE	RTAC1404	IJ02G05717	CH-1
1	Gas Boiler	60	LOCHINVAR	CHN1801	HO2H0014622	B-1, BOILER
1	Standard Pumps		BALDOR	N/A	N/A	PUMP-1
1	Standard Pumps		BALDOR	N/A	N/A	PUMP-2
3	Belts		TRANE	MCCA035	N/A	AHU-1-BELT
2	Belts		TRANE	MCCA035	N/A	AHU-2-BELT
2	Belts		TRANE	MCCA025	N/A	AHU-3-BELT
1	Belts		TRANE	MCCA014	N/A	AHU-4-BELT

SCHEDULE D

Qty	Type	Changes	Size	Manufacture	Unit Id
1	Pleated	4	16x16x1		FILTERS
3	Pleated	4	16x20x2		FILTERS
12	Pleated	4	16x25x2		FILTERS
3	Pleated	4	20x20x2		FILTERS
16	Pleated	4	20x25x2		FILTERS



A Fidelity Company

1385 Industrial Drive

Bolton, MS 39041

Phone: (601)398-2475

Preventive Maintenance

STATION

1-6

\$4,242⁰⁰

The Agreement is made by and between: Metro Building Services of Bolton, Mississippi herein after known as the Contractor and City of Brandon - Fire Station #1 of Brandon, Mississippi herein after known as the Customer. Services will be provided at 629 Marquette Road.

The Contractor is providing a system of maintenance for the equipment type contained within the schedules, terms and conditions on the pages attached and listed below.

- **Schedule "A":** Describes the level of service being provided by the Agreement.
- **Schedule "B":** Describes the limit of liability and the terms and conditions.
- **Schedule "C":** Describes the equipment covered by the Agreement.
- **Schedule "D":** Describes the filter types, sizes, and frequency of changes.

The service agreement is based on (1) Annual inspection and (3) Operational Inspections at a price of \$590.00 per year, payable in Quarterly payments of \$147.00.

The first payment is due 30 days after coverage begins. Coverage shall continue until September 30th 2026.

The schedules attached to the service Agreement constitute the entire Agreement between the Contractor and the Customer. The service Agreement remains the property of Contractor and is provided for the Customer's use only. This service Agreement is subject to management approval by Contractor. No waiver changes or modification of any terms or conditions shall be binding on Contractor unless made in writing and signed by authorized management of Contractor.

By: COLBY BLOUNT

HVAC SALES

By:

Butch Lee

Mayor

Date:

SCHEDULE A

Inspections Include

Summer Annual Inspections- Condenser coil pressure wash, hand wash or chemical washing, drain pan cleaning, install drain pan tablets, blowing out the drain lines, check unit controls and components, check freon pressures and levels, check compressor amps and volts, check blower and condenser motor amps and volts. Also included is (1) belt replacement per year. Our program includes all maintenance materials, gaskets, oils, and lubricants required to perform these inspections tasking procedures. We will clean all blower wheels (including mini splits) and intake louvers.

Winter Annual Inspections- Thoroughly inspect the heating system to rectify any problems, clean and inspect the heat exchanger(s), ensure all electrical connections are tight and wiring intact, inspect the condensate system and clean and flush as necessary, examine and clean flame sensors, ignitors and burner assembly, examine the venting system, for deterioration, corrosion, or blockage, survey the vent terminations and air inlet dampers/louvers to make sure they are unobstructed and clear, check control settings as well as test safety controls and operating controls. We will check and clean all heat exchangers and burners on all gas heating equipment.

Operational Inspections- Inspection of unit operation, check condenser coils, clean drain pans, all mini split unit reservoirs, filters and floats shall be cleaned thoroughly with an antibacterial solution blow out all drain lines and hoses with air and leak check and install drain pan tablets, Clean with non-caustic solution such as Coil Rite", check belt tensions, and overall system operations.

Air Filter Maintenance

Included in your Maintenance Program are (0) air filter changes per year. (Customer to provide and change filters.

Emergency and Trouble Call Coverage

Even with the maintenance care provided in this program, occasional failures can occur.

Although the cost of emergency service labor and materials are not included in this program, you will receive top priority trouble call response during peak heating and cooling periods. We will be on-site within (2) hours from receipt of your request.

By: COLBY BLOUNT

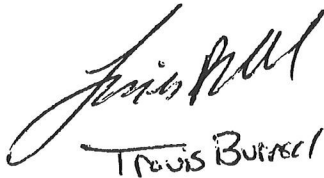
By:

HVAC SALES

Butch Lee

Mayor

Date:



Travis Burrill

SCHEDULE A

Inspections Include

Summer Annual Inspections- Condenser coil pressure wash, hand wash or chemical washing, drain pan cleaning, install drain pan tablets, blowing out the drain lines, check unit controls and components, check freon pressures and levels, check compressor amps and volts, check blower and condenser motor amps and volts. Also included is (1) belt replacement per year. Our program includes all maintenance materials, gaskets, oils, and lubricants required to perform these inspections tasking procedures. We will clean all blower wheels (including mini splits) and intake louvers.

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Although the cost of emergency service labor and materials are not included in this program, you will receive top priority trouble call response during peak heating and cooling periods. We will be on-site within (2) hours from receipt of your request.

Performance Review

A performance review is held with the Customer on an annual basis. Discussions include quality of work and improvement/suggestions. Items needing attention are addressed in a timely fashion.

Reports

Each completed service call is documented by a Contractor service report. This report may be provided to the customer as evidence of the completed service showing each performed task.

Metro Building Service Team

Metro Building Services has assembled a specialized maintenance team dedicated to insuring a smooth integration of this program with Preventative Maintenance Contract Customers normal business activities. This team will ensure consistency in the delivery of your maintenance program, provide for effective lines of communication, and to avoid escorting unfamiliar people through your facility.

- Your Account Manager will continue to work closely with you along with the Implementation Team to preserve the integrity of your equipment, reduce your energy and operating costs and to maintain tenant comfort. The Implementation Team will be made up of the following service professionals. Darlene Morgan is a Service Coordinator. Darlene is responsible for scheduling all maintenance program services. Darlene and the call center team can be reached at (601)398-2475 for emergency service or normal service requests.
- BJ Graves Is a Service Coordinator. BJ is responsible for scheduling all maintenance program services. BJ and the call center team can be reached at (601)398-2475 for emergency service or normal service requests.
- Cindy Goode is Billing Coordinator. Cindy is responsible for handling all invoicing per the terms and conditions of this agreement. Cindy can be reached at (601)398-2475.
- Travis Burrell is Director of Service Operations. Travis is responsible for all service operations, PM Contracts, PM scheduling. Travis can be reached at (601)906-2656.

Scheduled Tasks

The service program is designed to provide continuing maintenance on the equipment listed in schedule "C" of the Agreement. The tasks planned and scheduled are designed to provide for the long-term care of the customer's equipment.

Each service visit will be scheduled and prepared by the Contractors dispatch system. The Contractor schedule includes specific tasks for each piece of equipment required to maintain the systems at peak efficiency.

Maintenance

The run-time uses and application of the piece of equipment determine the equipment service frequency. This information, along with manufacturer's recommendations and our experience assures the customer's equipment receives the most cost-effective maintenance in the industry.

Repair and Replacement

The Contractor invoices for all labor and materials to repair or replace worn or failed parts and for the parts and components separately from this Agreement.

The service agreement includes consumable materials such as lubricants, grease, cleaners, and clean-up materials. Replacement of parts and components is subject to the Owners approval and is invoiced separately from this Agreement.

Emergency Service

The Contractor is on call and can provide all labor, parts and materials seven days a week/twenty-four hours a day.

Additional Services

- 24-hour Plumbing Service
- Sheet Metal and Steel Fabrication
- Energy Management Systems and Audits
- Design Build
- Engineering
- HVAC and Plumbing Construction

Preferred Customer Pricing

As a valued customer, this agreement allows Preventative Maintenance Contract Customers to receive a 10% discount on labor for plumbing or HVAC service calls priced on a time and material basis. This discount also applies to emergency services or repairs not covered in this agreement. (Quoted or Contract pricing for equipment replacements or other major repairs are not subject to discounts as they offer best pricing already included in the quote).

Refrigerant Containment Service

We will use recovery, recycling and reclamation of your refrigerant as appropriate to minimize costs of replacement refrigerant. Such work will be done per all Federal, State and Local Regulatory Guidelines.

SCHEDULE B

Terms and Conditions

- Contractor agrees to perform all work professionally and to furnish only materials of good quality.
 - The customer provides and allows reasonable access to all areas and equipment and allows Contractor to stop and start equipment as necessary to fulfill the terms of the Agreement.
 - All maintenance tasks will be performed during the Contractor's normal working hours.
 - The customer agrees to inform the Contractor immediately of problems found in the operation of the equipment.
 - Repair or replacement of non-maintainable parts of the system(s) such as, but not limited to, coils, heat exchangers, duct work, piping, shell and tube, unit cabinets, boiler refractory material, insulating material, electrical wiring, hydronic and pneumatic piping, structural supports and other non-moving parts, are not included in this Agreement.
 - Any repairs or services resulting from power failures, freezing temperatures, roof leaks through curbs or equipment, or air side corrosion will be paid for by the customer in accordance with Contractor's currently established rates.
 - The agreement does not include responsibility for design deficiencies, such as, but not limited to poor air distribution, water balances, etc. It does not include responsibility for system, equipment and component obsolescence, electrical failures, unserviceable equipment and operating the system(s). If the equipment covered is altered, modified, changed, or moved, this Agreement may be adjusted accordingly or terminated.
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-
- Contractor's scope of work shall not include the identification, detection, abatement, encapsulation or removal of asbestos or products or materials containing asbestos or similar hazardous substances. In the event Contractor encounters such material in performing its work, Contractor will have the right to discontinue work and remove its employees until the hazard is corrected or it determined no hazard exists.

Limitations of Liability and Indemnity

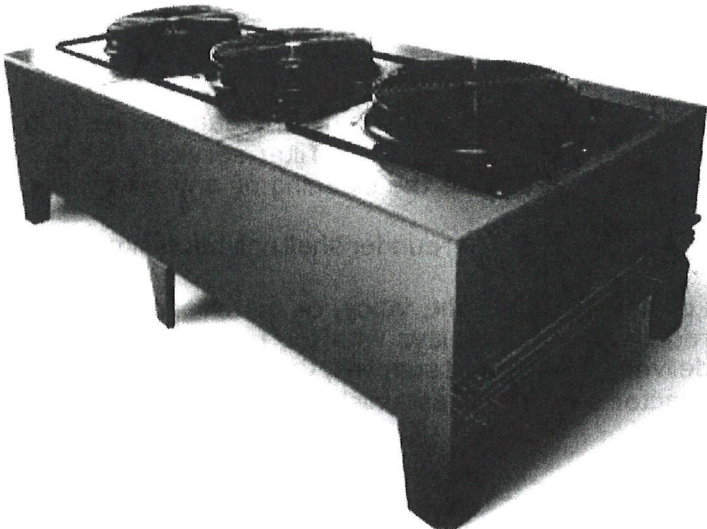
- Except as provided by Mississippi Law, Contractor will not be liable for delays or failure to obligate due to fire, flood, strike, lockout, freezing, unavailability of material, riots, acts of God, or cause beyond reasonable control.
- All work performed by Contractor that may be found in conflict with local, state, or federal building codes shall be corrected by Contractor. Vendor acknowledges that the City of Brandon, Mississippi, is a Mississippi government entity and is entitled to certain protections, limitations, defenses, and privileges, and immunities as provided by MCA Section 11-46-1 et. Seq. (The Mississippi Tort Claims Act) and as otherwise provided by Mississippi law and that all such protections, limitations, defenses, privileges and immunities are reserved and asserted by the City, the provisions of this Agreement notwithstanding.

SCHEDULE C

Qty	Type	Size	Manuf.	Model	Serial	Location
1	Split System (Outside)	5	RHEEM	13ACA60A01757	8378W271206559	GROUND CU-1
1	Split System (Inside)	5	YORK	P1CKD20N096601A	EFBM068258	CLOSET - FURN-1

(1) ICE MACHINE – ICE O-MATIC

S

Split System (Outside) Maintenance Requirements		
		
Part	Function	Tasks Required
Electrical Disconnect	Safety shutoff for primary power to unit	Inspect & clean contacts Check for proper operation
Condenser Fan	Moves air through condenser coil	Clean dirt accumulation Lubricate bearings Check for bearing wear



A Fidelity Company

1385 Industrial Drive

Bolton, MS 39041

Phone: (601)398-2475

Preventive Maintenance

The Agreement is made by and between: Metro Building Services of Bolton, Mississippi herein after known as the Contractor and City of Brandon - Fire Station #2 of Brandon, Mississippi herein after known as the Customer. Services will be provided at 5065 Warner Drive.

The Contractor is providing a system of maintenance for the equipment type contained within the schedules, terms and conditions on the pages attached and listed below.

- **Schedule "A":** Describes the level of service being provided by the Agreement.
- **Schedule "B":** Describes the limit of liability and the terms and conditions.
- **Schedule "C":** Describes the equipment covered by the Agreement.
- **Schedule "D":** Describes the filter types, sizes, and frequency of changes.

The service agreement is based on (1) Annual Inspection and (3) Operational Inspections at a price of \$ 784.00 per year, payable in Quarterly payments of \$196.00.

The first payment is due 30 days after coverage begins. Coverage shall continue until September 30th 2026.

The schedules attached to the service Agreement constitute the entire Agreement between the Contractor and the Customer. The service Agreement remains the property of Contractor and is provided for the Customer's use only. This service Agreement is subject to management approval by Contractor. No waiver changes or modification of any terms or conditions shall be binding on Contractor unless made in writing and signed by authorized management of Contractor.

By: COLBY BLOUNT

By:

HVAC SALES

Butch lee

Mayor

Date:

SCHEDULE A

Inspections Include

Summer Annual Inspections- Condenser coil pressure wash, hand wash or chemical washing, drain pan cleaning, install drain pan tablets, blowing out the drain lines, check unit controls and components, check freon pressures and levels, check compressor amps and volts, check blower and condenser motor amps and volts. Also included is (1) belt replacement per year. Our program includes all maintenance materials, gaskets, oils, and lubricants required to perform these inspections tasking procedures. We will clean all blower wheels (including mini splits) and intake louvers.

Winter Annual Inspections- Thoroughly inspect the heating system to rectify any problems, clean and inspect the heat exchanger(s), ensure all electrical connections are tight and wiring intact, inspect the condensate system and clean and flush as necessary, examine and clean flame sensors, ignitors and burner assembly, examine the venting system, for deterioration, corrosion, or blockage, survey the vent terminations and air inlet dampers/louvers to make sure they are unobstructed and clear, check control settings as well as test safety controls and operating controls. We will check and clean heat exchangers and burners on all gas heating equipment.

Operational Inspections- Inspection of unit operation, check condenser coils, clean drain pans, all mini split unit reservoirs, filters and floats shall be cleaned thoroughly with an antibacterial solution blow out all drain lines and hoses with air and leak check and install drain pan tablets, Clean with non-caustic solution such as Coil Rite", check belt tensions, and overall system operations.

Air Filter Maintenance

Included in your Maintenance Program are (0) air filter changes per year. (Customer provides and changes filters).

Emergency and Trouble Call Coverage

Even with the maintenance care provided in this program, occasional failures can occur. Although the cost of emergency service labor and materials are not included in this program, you will receive top priority trouble call response during peak heating and cooling periods. We will be on-site within (2) hours from receipt of your request.

By: COLBY BLOUNT

HVAC SALES



Travis Burrell

By:

Butch Lee

Mayor

Date:

SCHEDULE A

Inspections Include

Summer Annual Inspections- Condenser coil pressure wash, hand wash or chemical washing, drain pan cleaning, install drain pan tablets, blowing out the drain lines, check unit controls and components, check freon pressures and levels, check compressor amps and volts, check blower and condenser motor amps and volts. Also included is (1) belt replacement per year. Our program includes all maintenance materials, gaskets, oils, and lubricants required to perform these inspections tasking procedures. We will clean all blower wheels (including mini splits) and intake louvers.

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Performance Review

A performance review is held with the Customer on an annual basis. Discussions include quality of work and improvement/suggestions. Items needing attention are addressed in a timely fashion.

Reports

Each completed service call is documented by a contractor service report. This report may be provided to the customer as evidence of the completed service showing each performed task.

Metro Building Service Team

Metro Building Services has assembled a specialized maintenance team dedicated to insuring a smooth integration of this program with Preventative Maintenance Contract Customers normal business activities. This team will ensure consistency in the delivery of your maintenance program, provide for effective lines of communication, and to avoid escorting unfamiliar people through your facility.

Your Account Manager will continue to work closely with you along with the Implementation Team to preserve the integrity of your equipment, reduce your energy and operating costs and to maintain tenant comfort. The Implementation Team will be made up of the following service professionals.

- Darlene Morgan is a Service Coordinator. Darlene is responsible for scheduling all maintenance program services. Darlene and the call center team can be reached at (601)398-2475 for emergency service or normal service requests.
- BJ Graves Is a Service Coordinator. BJ is responsible for scheduling all maintenance program services. BJ and the call center team can be reached at (601)398-2475 for emergency service or normal service requests.
- Cindy Goode is Billing Coordinator. Cindy is responsible for handling all invoicing per the terms and conditions of this agreement. Cindy can be reached at (601)398-2475.
- Travis Burrell is Director of Service Operations. Travis is responsible for all service operations, PM Contracts, PM scheduling. Travis can be reached at (601)906-2656.

Scheduled Tasks

The service program is designed to provide continuing maintenance on the equipment listed in schedule "C" of the Agreement. The tasks planned and scheduled are designed to provide for the long-term care of the customer's equipment.

Each service visit will be scheduled and prepared by the Contractors dispatch system. The Contractor schedule includes specific tasks for each piece of equipment required to maintain the systems at peak efficiency.

Maintenance

The run-time uses and application of the piece of equipment determine the equipment service frequency. This information, along with manufacturer's recommendations and our experience assures the customer's equipment receives the most cost-effective maintenance in the industry.

Repair and Replacement

The Contractor invoices for all labor and materials to repair or replace worn or failed parts and for the parts and components separately from this Agreement.

The service agreement includes consumable materials such as lubricants, grease, cleaners, and clean-up materials. Replacement of parts and components is subject to the Owners approval and is invoiced separately from this Agreement.

Emergency Service

The Contractor is on call and can provide all labor, parts, and materials seven days a week/twenty-four hours a day.

Additional Services

- 24-hour Plumbing Service
- Sheet Metal and Steel Fabrication
- Energy Management Systems and Audits
- Design Build
- Engineering
- HVAC and Plumbing Construction

Preferred Customer Pricing

As a valued customer this agreement allows Preventative Maintenance Contract Customers to receive a 10% discount on labor for plumbing or HVAC service calls priced on a time and material basis. This discount also applies to emergency services or repairs not covered in this agreement. (Quoted or Contract pricing for equipment replacements or other major repairs are not subject to discounts as they offer best pricing already included in the quote).

Refrigerant Containment Service

We will use recovery, recycling, and reclamation of your refrigerant as appropriate to minimize costs of replacement refrigerant. Such work will be done per all Federal, State and Local Regulatory Guidelines.

SCHEDULE B

Terms and Conditions

- Contractor agrees to perform all work professionally and to furnish only materials of good quality.
 - The customer provides and allows reasonable access to all areas and equipment and allows Contractor to stop and start equipment as necessary to fulfill the terms of the Agreement.
 - All maintenance tasks will be performed during the Contractor's normal working hours.
 - The customer agrees to inform the Contractor immediately of problems found in the operation of the equipment.
 - Repair or replacement of non-maintainable parts of the system(s) such as, but not limited to, coils, heat exchangers, duct work, piping, shell and tube, unit cabinets, boiler refractory material, insulating material, electrical wiring, hydronic and pneumatic piping, structural supports, and other non-moving parts, are not included in this Agreement.
 - Any repairs or services resulting from power failures, freezing temperatures, roof leaks through curbs or equipment, or air side corrosion will be paid for by the customer in accordance with Contractor's currently established rates.
 - The agreement does not include responsibility for design deficiencies, such as, but not limited to poor air distribution, water balances, etc. It does not include responsibility for system, equipment and component obsolescence, electrical failures, unserviceable equipment and operating the system(s). If the equipment covered is altered, modified, changed, or moved, this Agreement may be adjusted accordingly or terminated.
 - Contractor is not responsible for the removal or disposal of any hazardous materials, or any cost associated with these materials unless otherwise noted in this Agreement.
 - The agreement does not include repairing any damage resulting from improper/inadequate water treatment or filter service not supplied by Contractor.
 - This agreement does not include the cleaning of any air passages, air grills, or air balancing of systems.
 - This agreement and all rights hereunder shall not be assignable unless approved by Contractor.
 - In the event of additional freight, labor, or material costs resulting from this customer's request to avoid delays with the respect to equipment warranties, or accelerated delivery of parts and supplies, Customer agrees to pay these additional costs at Contractor's currently established rates.
-
- Contractor's scope of work shall not include the identification, detection, abatement, encapsulation or removal of asbestos or products or materials containing asbestos or similar hazardous substances. In the event Contractor encounters such material in

performing its work, Contractor will have the right to discontinue work and remove its employees until the hazard is corrected or it determined no hazard exists.

Limitations of Liability and Indemnity

- Except as provided by Mississippi Law, Contractor will not be liable for delays or failure to obligate due to fire, flood, strike, lockout, freezing, unavailability of material, riots, acts of God, or cause beyond reasonable control.
- All work performed by Contractor that may be found in conflict with local, state, or federal building codes shall be corrected by Contractor. Vendor acknowledges that the City of Brandon, Mississippi, is a Mississippi government entity and is entitled to certain protections, limitations, defenses, and privileges, and immunities as provided by MCA Section 11-46-1 et. Seq. (The Mississippi Tort Claims Act) and as otherwise provided by Mississippi law and that all such protections, limitations, defenses, privileges and immunities are reserved and asserted by the City, the provisions of this Agreement notwithstanding.

SCHEDULE C

Qty	Type	Size	Manuf.	Model	Serial	Location
1	Split System (Inside)	3	LENNOX	ML193UH090XP36C-5	1715L21867	EQUIPMENT ROOM FURN-1
1	Split System (Outside)	3	LENNOX	14ACXS036-230A18	1915MO9568	Ground CU-1
1	Split System (Inside)	3	LENNOX	ML193UH090XP36C-5	1715L21869	EQUIPMENT ROOM FURN-2
1	Split System (Outside)	3	LENNOX	14ACXS036-230A18	1915MO9566	Ground CU-2
1	Humidifier		LENNOX	HCWHD3-095	2215H02515	EQUIPMENT ROOM-HUMIDIFIER 1

(1) Ice machine - ice o-matic



A Fidelity Company

1385 Industrial Drive

Bolton, MS 39041

Phone: (601)398-2475

Preventive Maintenance

The Agreement is made by and between: Metro Building Services of Bolton, Mississippi herein after known as the Contractor and City of Brandon - Fire Station #3 of Brandon, Mississippi herein after known as the Customer. Services will be provided at 147 Kennedy Farm Parkway.

The Contractor is providing a system of maintenance for the equipment type contained within the schedules, terms and conditions on the pages attached and listed below.

- **Schedule "A":** Describes the level of service being provided by the Agreement.
- **Schedule "B":** Describes the limit of liability and the terms and conditions.
- **Schedule "C":** Describes the equipment covered by the Agreement.
- **Schedule "D":** Describes the filter types, sizes, and frequency of changes.

The service agreement is based on (1) Annual Inspection and (3) Operational Inspections at a price of \$784.00 per year, payable in quarterly payments of \$196.00.

The first payment is due 30 days after coverage begins. Coverage shall continue until September 30th 2026.

The schedules attached to the service Agreement constitute the entire Agreement between the Contractor and the Customer. The service Agreement remains the property of Contractor and is provided for the Customer's use only. This service Agreement is subject to management approval by Contractor. No waiver changes or modification of any terms or conditions shall be binding on Contractor unless made in writing and signed by authorized management of Contractor.

By: COLBY BLOUNT

By:

HVAC SALES

Butch Lee

Mayor

Date:

SCHEDULE A

Inspections Include

Summer Annual Inspections- Condenser coil pressure wash, hand wash or chemical washing, drain pan cleaning, install drain pan tablets, blowing out the drain lines, check unit controls and components, check freon pressures and levels, check compressor amps and volts, check blower and condenser motor amps and volts. Also included is (1) belt replacement per year. Our program includes all maintenance materials, gaskets, oils, and lubricants required to perform these inspections tasking procedures. We will clean all blower wheels (including mini splits) and intake louvers.

Winter Annual Inspections- Thoroughly inspect the heating system to rectify any problems, clean and inspect the heat exchanger(s), ensure all electrical connections are tight and wiring intact, inspect the condensate system and clean and flush as necessary, examine and clean flame sensors, ignitors and burner assembly, examine the venting system, for deterioration, corrosion, or blockage, survey the vent terminations and air inlet dampers/louvers to make sure they are unobstructed and clear, check control settings as well as test safety controls and operating controls. We will check and clean heat exchangers and burners on all gas heating equipment.

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Air Filter Maintenance

Included in your Maintenance Program are (0) air filter changes per year. (Customer to provide and install filters).

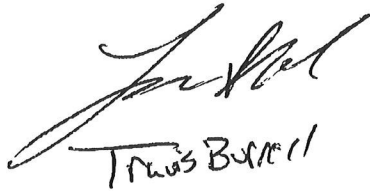
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Even with the maintenance care provided in this program, occasional failures can occur. Although the cost of emergency service labor and materials are not included in this program, you will receive top priority trouble call response during peak heating and cooling periods. We will be on-site within (2) hours from receipt of your request.

Performance Review

By: COLBY BLOUNT

HVAC SALES



Travis Burrell

By:

Butch Lee

Mayor

Date:

SCHEDULE A

Inspections Include

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Reports

Each completed service call is documented by a Contractor service report. This report may be provided to the customer as evidence of the completed service showing each performed task.

Metro Building Service Team

Metro Building Services has assembled a specialized maintenance team dedicated to insuring a smooth integration of this program with Preventative Maintenance Contract Customers normal business activities. This team will ensure consistency in the delivery of your maintenance program, provide for effective lines of communication, and to avoid escorting unfamiliar people through your facility.

- Your Account Manager will continue to work closely with you along with the Implementation Team to preserve the integrity of your equipment, reduce your energy and operating costs and to maintain tenant comfort. The Implementation Team will be made up of the following service professionals.
- Darlene Morgan is a Service Coordinator. Darlene is responsible for scheduling all maintenance program services. Darlene and the call center team can be reached at (601)398-2475 for emergency service or normal service requests.
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- Cindy Goode is Billing Coordinator. Cindy is responsible for handling all invoicing per the terms and conditions of this agreement. Cindy can be reached at (601)398-2475.
- Travis Burrell is Director of Service Operations. Travis is responsible for all service operations, PM Contracts, PM scheduling. Travis can be reached at (601)906-2656.

Scheduled Tasks

The service program is designed to provide continuing maintenance on the equipment listed in schedule "C" of the Agreement. The tasks planned and scheduled are designed to provide for the long-term care of the customer's equipment.

Each service visit will be scheduled and prepared by the Contractors dispatch system. The Contractor schedule includes specific tasks for each piece of equipment required to maintain the systems at peak efficiency.

Maintenance

The run-time uses and application of the piece of equipment determine the equipment service frequency. This information, along with manufacturer's recommendations and our experience assures the customer's equipment receives the most cost-effective maintenance in the industry.

Repair and Replacement

The Contractor invoices for all labor and materials to repair or replace worn or failed parts and for the parts and components separately from this Agreement.

The service agreement includes consumable materials such as lubricants, grease, cleaners, and clean-up materials. Replacement of parts and components is subject to the Owners approval and is invoiced separately from this Agreement.

Emergency Service

The Contractor is on call and can provide all labor, parts and materials seven days a week/twenty-four hours a day.

Additional Services

- 24-hour Plumbing Service
- Sheet Metal and Steel Fabrication
- Energy Management Systems and Audits
- Design Build
- Engineering
- HVAC and Plumbing Construction

Preferred Customer Pricing

As a valued customer, this agreement allows Preventative Maintenance Contract Customers to receive a 10% discount on labor for plumbing or HVAC service calls priced on a time and material basis. This discount also applies to emergency services or repairs not covered in this agreement. (Quoted or Contract pricing for equipment replacements or other major repairs are not subject to discounts as they offer best pricing already included in the quote).

Refrigerant Containment Service

We will use recovery, recycling, and reclamation of your refrigerant as appropriate to minimize costs of replacement refrigerant. Such work will be done per all Federal, State and Local Regulatory Guidelines.

SCHEDULE B

Terms and Conditions

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- Contractor's scope of work shall not include the identification, detection, abatement, encapsulation or removal of asbestos or products or materials containing asbestos or similar hazardous substances. In the event Contractor encounters such material in performing its work, Contractor will have the right to discontinue work and remove its employees until the hazard is corrected or it determined no hazard exists.

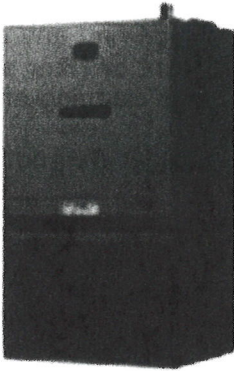
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- All work performed by Contractor that may be found in conflict with local, state, or federal building codes shall be corrected by Contractor. Vendor acknowledges that the City of Brandon, Mississippi, is a Mississippi government entity and is entitled to certain protections, limitations, defenses, and privileges, and immunities as provided by MCA Section 11-46-1 et. Seq. (The Mississippi Tort Claims Act) and as otherwise provided by Mississippi law and that all such protections, limitations, defenses, privileges and immunities are reserved and asserted by the City, the provisions of this Agreement notwithstanding.

SCHEDULE C

Qty	Type	Size	Manuf.	Model	Serial	Location
1	Split System (Inside)	3	LENNOX	ML193UH090XP36C-5	1715k22595	EQUIPMENT ROOM FURN-1
1	Split System (Outside)	3	LENNOX	14ACXS036-230A18	1915MO9569	GROUND CU-1
1	Split System (Inside)	3	LENNOX	ML193UH090XP36C-5	1915L12469	EQUIPMENT ROOM FURN-2
1	Split System (Outside)	3	LENNOX	14ACXS036-230A18	1915MO9567	GROUND CU-2
1	Humidifier		LENNOX	HCWHD3-095	N/A	EQUIPMENT ROOM - HUMIDIFIER 1

(1) Ice Machine – ice o matic

Split System (Inside) Maintenance Requirements		
		
Part	Function	Tasks Required
Filter Section	Removes Particles from the air	Replace filters quarterly
Fresh Air Damper (Economizer)	Provides source of outside air	Check for proper operation Adjust & calibrate Lubricate bearings



A Fidelity Company

1385 Industrial Drive

Bolton, MS 39041

Phone: (601)398-2475

Preventive Maintenance

The Agreement is made by and between: Metro Building Services of Bolton, Mississippi herein after known as the Contractor and City of Brandon - Fire Station #4 of Brandon, Mississippi herein after known as the Customer. Services will be provided at 1058 Star Road.

The Contractor is providing a system of maintenance for the equipment type contained within the schedules, terms and conditions on the pages attached and listed below.

- **Schedule "A":** Describes the level of service being provided by the Agreement.
- **Schedule "B":** Describes the limit of liability and the terms and conditions.
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The first payment is due 30 days after coverage begins. Coverage shall continue until September 30th 2026.

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By: COLBY BLOUNT

HVAC SALES

By:

Butch Lee

Mayor

Date:

SCHEDULE A

Inspections Include

Summer Annual Inspections- Condenser coil pressure wash, hand wash or chemical washing, drain pan cleaning, install drain pan tablets, blowing out the drain lines, check unit controls and components, check freon pressures and levels, check compressor amps and volts, check blower and condenser motor amps and volts. Also included is (1) belt replacement per year. Our program includes all maintenance materials, gaskets, oils, and lubricants required to perform these inspections tasking procedures. We will clean all blower wheels (including mini splits) and intake louvers.

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Emergency and Trouble Call Coverage

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By: COLBY BLOUNT

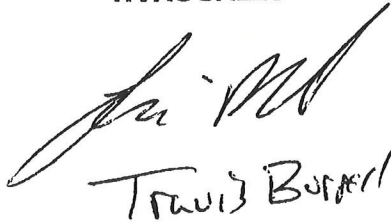
By:

HVAC SALES

Butch lee

Mayor

Date:



Travis Burrell

SCHEDULE A

Inspections Include

Summer Annual Inspections- Condenser coil pressure wash, hand wash or chemical washing, drain pan cleaning, install drain pan tablets, blowing out the drain lines, check unit controls and components, check freon pressures and levels, check compressor amps and volts, check blower and condenser motor amps and volts. Also included is (1) belt replacement per year. Our program includes all maintenance materials, gaskets, oils, and lubricants required to perform these inspections tasking procedures. We will clean all blower wheels (including mini splits) and intake louvers.

Winter Annual Inspections- Thoroughly inspect the heating system to rectify any problems, clean and inspect the heat exchanger(s), ensure all electrical connections are tight and wiring intact, inspect the condensate system and clean and flush as necessary, examine and clean flame sensors, ignitors and burner assembly, examine the venting system, for deterioration, corrosion, or blockage, survey the vent terminations and air inlet dampers/louvers to make sure they are unobstructed and clear, check control settings as well as test safety controls and operating controls. We will check and clean heat exchangers and burners on all gas heating equipment.

Operational Inspections- Inspection of unit operation, check condenser coils, clean drain pans, all mini split unit reservoirs, filters and floats shall be cleaned thoroughly with an antibacterial solution blow out all drain lines and hoses with air and leak check and install drain pan tablets, Clean with non-caustic solution such as Coil Rite", check belt tensions, and overall system operations.

Air Filter Maintenance

Included in your Maintenance Program are (0) air filter changes per year. (Customer provides and changes filters).

Emergency and Trouble Call Coverage

Even with the maintenance care provided in this program, occasional failures can occur. Although the cost of emergency service labor and materials are not included in this program, you will receive top priority trouble call response during peak heating and cooling periods. We will be on-site within (2) hours from receipt of your request.

Performance Review

A performance review is held with the Customer on an annual basis. Discussions include quality of work and improvement/suggestions. Items needing attention are addressed in a timely fashion.

Reports

Each completed service call is documented by a Contractor service report. This report may be provided to the customer as evidence of the completed service showing each performed task.

Metro Building Service Team

Metro Building Services has assembled a specialized maintenance team dedicated to insuring a smooth integration of this program with Preventative Maintenance Contract Customers normal business activities. This team will ensure consistency in the delivery of your maintenance program, provide for effective lines of communication, and to avoid escorting unfamiliar people through your facility.

Your Account Manager will continue to work closely with you along with the Implementation Team to preserve the integrity of your equipment, reduce your energy and operating costs and to maintain tenant comfort. The Implementation Team will be made up of the following service professionals.

- Darlene Morgan is a Service Coordinator. Darlene is responsible for scheduling all maintenance program services. Darlene and the call center team can be reached at (601)398-2475 for emergency service or normal service requests.
- BJ Graves Is a Service Coordinator. BJ is responsible for scheduling all maintenance program services. BJ and the call center team can be reached at (601)398-2475 for emergency service or normal service requests.
- Cindy Goode is Billing Coordinator. Cindy is responsible for handling all invoicing per the terms and conditions of this agreement. Cindy can be reached at (601)398-2475.
- Travis Burrell is Director of Service Operations. Travis is responsible for all service operations, PM Contracts, PM scheduling. Travis can be reached at (601)906-2656.

Scheduled Task

The service program is designed to provide continuing maintenance on the equipment listed in schedule "C" of the Agreement. The tasks planned and scheduled are designed to provide for the long-term care of the customer's equipment.

Each service visit will be scheduled and prepared by the Contractors dispatch system. The Contractor schedule includes specific tasks for each piece of equipment required to maintain the systems at peak efficiency.

Maintenance

The run-time uses and application of the piece of equipment determine the equipment service frequency. This information, along with manufacturer's recommendations and our experience assures the customer's equipment receives the most cost-effective maintenance in the industry.

Repair and Replacement

The Contractor invoices for all labor and materials to repair or replace worn or failed parts and for the parts and components separately from this Agreement.

The service agreement includes consumable materials such as lubricants, grease, cleaners, and clean-up materials. Replacement of parts and components is subject to the Owners approval and is invoiced separately from this Agreement.

Emergency Service

The Contractor is on call and can provide all labor, parts, and materials seven days a week/twenty-four hours a day.

Additional Services

- 24-hour Plumbing Service
- Sheet Metal and Steel Fabrication
- Energy Management Systems and Audits
- Design Build
- Engineering
- HVAC and Plumbing Construction

Preferred Customer Pricing

As a valued customer, this agreement allows Preventative Maintenance Contract Customers to receive a 10% discount on labor for plumbing or HVAC service calls priced on a time and material basis. This discount also applies to emergency services or repairs not covered in this agreement. (Quoted or Contract pricing for equipment replacements or other major repairs are not subject to discounts as they offer best pricing already included in the quote).

Refrigerant Containment Service

We will use recovery, recycling, and reclamation of your refrigerant as appropriate to minimize costs of replacement refrigerant. Such work will be done per all Federal, State and Local Regulatory Guidelines.

SCHEDULE B

Terms and Conditions

- Contractor agrees to perform all work professionally and to furnish only materials of good quality.
 - The customer provides and allows reasonable access to all areas and equipment and allows Contractor to stop and start equipment as necessary to fulfill the terms of the Agreement.
 - All maintenance tasks will be performed during the Contractor's normal working hours.
 - The customer agrees to inform the Contractor immediately of problems found in the operation of the equipment.
 - Repair or replacement of non-maintainable parts of the system(s) such as, but not limited to, coils, heat exchangers, duct work, piping, shell and tube, unit cabinets, boiler refractory material, insulating material, electrical wiring, hydronic and pneumatic piping, structural supports and other non-moving parts, are not included in this Agreement.
 - Any repairs or services resulting from power failures, freezing temperatures, roof leaks through curbs or equipment, or air side corrosion will be paid for by the customer in accordance with Contractor's currently established rates.
 - The agreement does not include responsibility for design deficiencies, such as, but not limited to poor air distribution, water balances, etc. It does not include responsibility for system, equipment and component obsolescence, electrical failures, unserviceable equipment and operating the system(s). If the equipment covered is altered, modified, changed, or moved, this Agreement may be adjusted accordingly or terminated.
 - Contractor is not responsible for the removal or disposal of any hazardous materials or any cost associated with these materials unless otherwise noted in this Agreement.
 - The agreement does not include repairing any damage resulting from improper/inadequate water treatment or filter service not supplied by Contractor.
 - This agreement does not include the cleaning of any air passages, air grills, or air balancing of systems.
 - This agreement and all rights hereunder shall not be assignable unless approved by Contractor.
 - In the event of additional freight, labor, or material costs resulting from this customer's request to avoid delays with the respect to equipment warranties, or accelerated delivery of parts and supplies, Customer agrees to pay these additional costs at Contractor's currently established rates.
-
- Contractor's scope of work shall not include the identification, detection, abatement, encapsulation or removal of asbestos or products or materials containing asbestos or similar hazardous substances. In the event Contractor encounters such material in performing its work, Contractor will have the right to discontinue work and remove its employees until the hazard is corrected or it determined no hazard exists.

Limitations of Liability and Indemnity

- Except as provided by Mississippi Law, Contractor will not be liable for delays or failure to obligate due to fire, flood, strike, lockout, freezing, unavailability of material, riots, acts of God, or cause beyond reasonable control.
- All work performed by Contractor that may be found in conflict with local, state, or federal building codes shall be corrected by Contractor. Vendor acknowledges that the City of Brandon, Mississippi, is a Mississippi government entity and is entitled to certain protections, limitations, defenses, and privileges, and immunities as provided by MCA Section 11-46-1 et. Seq. (The Mississippi Tort Claims Act) and as otherwise provided by Mississippi law and that all such protections, limitations, defenses, privileges and immunities are reserved and asserted by the City, the provisions of this Agreement notwithstanding.

SCHEDULE C

Qty	Type	Size	Manuf.	Model	Serial	Location
1	Split System (Inside)	3	LENNOX	ML193UH090XP36C-5	1715K22606	EQUIPMENT ROOM FURN-1
1	Split System (Outside)	3	LENNOX	14ACXS036-230A18	1915MO9571	GROUND CU-1
1	Split System (Inside)	3	LENNOX	ML193UH090XP36C-5	1915L12469	EQUIPMENT ROOM FURN-2
1	Split System (Outside)	3	LENNOX	14ACXS036-230A18	1915M09565	GROUND CU-2
1	Humidifier		LENNOX	HCWHD3-095	N/A	EQUIPMENT ROOM - HUMIDIFIER 1

(1) Ice Machine – ice-o matic

Split System (Inside) Maintenance Requirements		
		
Part	Function	Tasks Required
Filter Section	Removes Particles from the air	



A Fidelity Company

1385 Industrial Drive

Bolton, MS 39041

Phone: (601)398-2475

Preventive Maintenance

The Agreement is made by and between: Metro Building Services of Bolton, Mississippi herein after known as the Contractor and City of Brandon - Fire Station #5 of Brandon, Mississippi herein after known as the Customer. Services will be provided at 16 Woodgate Drive.

The Contractor is providing a system of maintenance for the equipment type contained within the schedules, terms and conditions on the pages attached and listed below.

- **Schedule "A":** Describes the level of service being provided by the Agreement.
- **Schedule "B":** Describes the limit of liability and the terms and conditions.
- **Schedule "C":** Describes the equipment covered by the Agreement.
- **Schedule "D":** Describes the filter types, sizes, and frequency of changes.

The service agreement is based on (1) Annual Inspection and (3) Operational Inspections at a price of \$590.00 per year, payable in Quarterly installments of \$147.50.

The first payment is due 30 days after coverage begins. Coverage shall continue until September 30th 2026.

The schedules attached to the service Agreement constitute the entire Agreement between the Contractor and the Customer. The service Agreement remains the property of Contractor and is provided for the Customer's use only. This service Agreement is subject to management approval by Contractor. No waiver changes or modification of any terms or conditions shall be binding on Contractor unless made in writing and signed by authorized management of Contractor.

By: **COLBY BLOUNT**

HVAC SALES

By:

Butch Lee

Mayor

Date:

SCHEDULE A

Inspections Include

Summer Annual Inspections- Condenser coil pressure wash, hand wash or chemical washing, drain pan cleaning, install drain pan tablets, blowing out the drain lines, check unit controls and components, check freon pressures and levels, check compressor amps and volts, check blower and condenser motor amps and volts. Also included is (1) belt replacement per year. Our program includes all maintenance materials, gaskets, oils, and lubricants required to perform these inspections tasking procedures. We will clean all blower wheels (including mini splits) and intake louvers.

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Operational Inspections- Inspection of unit operation, check condenser coils, clean drain pans, all mini split unit reservoirs, filters and floats shall be cleaned thoroughly with an antibacterial solution blow out all drain lines and hoses with air and leak check and install drain pan tablets, Clean with non-caustic solution such as Coil Rite", check belt tensions, and overall system operations.

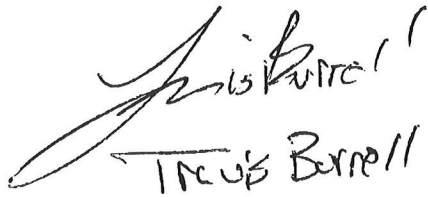
Air Filter Maintenance

Included in your Maintenance Program are (0) air filter changes per year. (Customer to supply and install filters).

Emergency and Trouble Call Coverage

Even with the maintenance care provided in this program, occasional failures can occur. Although the cost of emergency service labor and materials are not included in this program, you will receive top priority trouble call response during peak heating and cooling periods. We will be on-site within (2) hours from receipt of your request.

HVAC SALES



Trish Berrell

Butch Lee

Mayor

Date:

SCHEDULE A

Inspections Include

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Performance Review

A performance review is held with the Customer on an annual basis. Discussions include quality of work and improvement/suggestions. Items needing attention are addressed in a timely fashion.

Reports

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Metro Building Service Team

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- Travis Burrell is Director of Service Operations. Travis is responsible for all service operations, PM Contracts, PM scheduling. Travis can be reached at (601)906-2656.

Scheduled Tasks

The service program is designed to provide continuing maintenance on the equipment listed in schedule "C" of the Agreement. The tasks planned and scheduled are designed to provide for the long-term care of the customer's equipment.

Each service visit will be scheduled and prepared by the Contractors dispatch system. The Contractor schedule includes specific tasks for each piece of equipment required to maintain the systems at peak efficiency.

Maintenance

The run-time uses and application of the piece of equipment determine the equipment service frequency. This information, along with manufacturer's recommendations and our experience assures the customer's equipment receives the most cost-effective maintenance in the industry.

Repair and Replacement

The Contractor invoices for all labor and materials to repair or replace worn or failed parts and for the parts and components separately from this Agreement.

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Emergency Service

The Contractor is on call and can provide all labor, parts, and materials seven days a week/twenty-four hours a day.

Additional Services

- 24-hour Plumbing Service
- Sheet Metal and Steel Fabrication
- Energy Management Systems and Audits
- Design Build
- Engineering
- HVAC and Plumbing Construction

Preferred Customer Pricing

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Refrigerant Containment Service

We will use recovery, recycling, and reclamation of your refrigerant as appropriate to minimize costs of replacement refrigerant. Such work will be done per all Federal, State and Local Regulatory Guidelines.

SCHEDULE B

Terms and Conditions

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 - The customer provides and allows reasonable access to all areas and equipment and allows Contractor to stop and start equipment as necessary to fulfill the terms of the Agreement.
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 - The customer agrees to inform the Contractor immediately of problems found in the operation of the equipment.
 - Repair or replacement of non-maintainable parts of the system(s) such as, but not limited to, coils, heat exchangers, duct work, piping, shell and tube, unit cabinets, boiler refractory material, insulating material, electrical wiring, hydronic and pneumatic piping, structural supports, and other non-moving parts, are not included in this Agreement.
 - Any repairs or services resulting from power failures, freezing temperatures, roof leaks through curbs or equipment, or air side corrosion will be paid for by the customer in accordance with Contractor's currently established rates.
 - The agreement does not include responsibility for design deficiencies, such as, but not limited to poor air distribution, water balances, etc. It does not include responsibility for system, equipment and component obsolescence, electrical failures, unserviceable equipment and operating the system(s). If the equipment covered is altered, modified, changed, or moved, this Agreement may be adjusted accordingly or terminated.
 - Contractor is not responsible for the removal or disposal of any hazardous materials, or any cost associated with these materials unless otherwise noted in this Agreement.
 - The agreement does not include repairing any damage resulting from improper/inadequate water treatment or filter service not supplied by Contractor.
 - This agreement does not include the cleaning of any air passages, air grills, or air balancing of systems.
 - This agreement and all rights hereunder shall not be assignable unless approved by Contractor.
 - In the event of additional freight, labor, or material costs resulting from this customer's request to avoid delays with the respect to equipment warranties, or accelerated delivery of parts and supplies, Customer agrees to pay these additional costs at Contractor's currently established rates.
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- Contractor's scope of work shall not include the identification, detection, abatement, encapsulation or removal of asbestos or products or materials containing asbestos or similar hazardous substances. In the event Contractor encounters such material in performing its work, Contractor will have the right to discontinue work and remove its employees until the hazard is corrected or it determined no hazard exists.

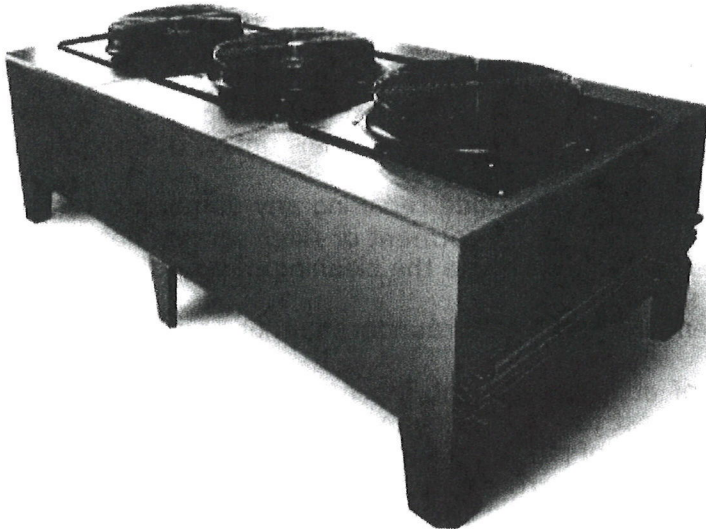
Limitations of Liability and Indemnity

- Except as provided by Mississippi Law, Contractor will not be liable for delays or failure to obligate due to fire, flood, strike, lockout, freezing, unavailability of material, riots, acts of God, or cause beyond reasonable control.
- All work performed by Contractor that may be found in conflict with local, state, or federal building codes shall be corrected by Contractor. Vendor acknowledges that the City of Brandon, Mississippi, is a Mississippi government entity and is entitled to certain protections, limitations, defenses, and privileges, and immunities as provided by MCA Section 11-46-1 et. Seq. (The Mississippi Tort Claims Act) and as otherwise provided by Mississippi law and that all such protections, limitations, defenses, privileges and immunities are reserved and asserted by the City, the provisions of this Agreement notwithstanding.

SCHEDULE C

Qty	Type	Size	Manuf.	Model	Serial	Location
1	Split System (Outside)	3.5	LENNOX	M4AC4042C1000AA	164020012M	GROUND CU-1
1	Split System (Inside)	3.5	LENNOX	M801P080BU48AAC	16325TTS1G	CLOSET - FURN-1
1	Rooftop	3	TRANE	4YCC4036A1070AB	1805126681	GROUND-PKG-1

(1) Ice machine – ice o-matic

Split System (Outside) Maintenance Requirements		
		
Part	Function	Tasks Required
Electrical Disconnect	Safety shutoff for primary power to unit	Inspect & clean contacts Check for proper operation
Condenser Fan	Moves air through condenser coil	Clean dirt accumulation Lubricate bearings Check for bearing wear



A Fidelity Company

1385 Industrial Drive

Bolton, MS 39041

Phone: (601)398-2475

Preventive Maintenance

The Agreement is made by and between: Metro Building Services of Bolton, Mississippi herein after known as the Contractor and City of Brandon - Fire Station #6 of Brandon, Mississippi herein after known as the Customer. Services will be provided at 213 Poindexter Street.

The Contractor is providing a system of maintenance for the equipment type contained within the schedules, terms and conditions on the pages attached and listed below.

- **Schedule "A":** Describes the level of service being provided by the Agreement.
- **Schedule "B":** Describes the limit of liability and the terms and conditions.
- **Schedule "C":** Describes the equipment covered by the Agreement.
- **Schedule "D":** Describes the filter types, sizes, and frequency of changes.

The service agreement is based on (1) Annual Inspection and (3) Operational Inspections at a price of \$590.00 per year, payable in Quarterly installments of \$147.50.

The first payment is due 30 days after coverage begins. Coverage shall continue until September 30th 2026.

The schedules attached to the service Agreement constitute the entire Agreement between the Contractor and the Customer. The service Agreement remains the property of Contractor and is provided for the Customer's use only. This service Agreement is subject to management approval by Contractor. No waiver changes or modification of any terms or conditions shall be binding on Contractor unless made in writing and signed by authorized management of Contractor.

This annual agreement shall continue in effect from year to year unless either party gives written notice to the other of intention not to renew thirty (30) days before the anniversary

date. The agreement pricing can be adjusted up to 3% per year at the discretion of Contractor. Price adjustments may reflect increases in labor, materials, and fuel.

By: COLBY BLOUNT

HVAC SALES

By:

Butch Lee

Mayor

Date:

SCHEDULE A

Inspections Include

Summer Annual Inspections- Condenser coil pressure wash, hand wash or chemical washing, drain pan cleaning, install drain pan tablets, blowing out the drain lines, check unit controls and components, check freon pressures and levels, check compressor amps and volts, check blower and condenser motor amps and volts. Also included is (1) belt replacement per year. Our program includes all maintenance materials, gaskets, oils, and lubricants required to perform these inspections tasking procedures. We will clean all blower wheels (including mini splits) and intake louvers.

Winter Annual Inspections- Thoroughly inspect the heating system to rectify any problems, clean and inspect the heat exchanger(s), ensure all electrical connections are tight and wiring intact, inspect the condensate system and clean and flush as necessary, examine and clean flame sensors, ignitors and burner assembly, examine the venting system, for deterioration, corrosion, or blockage, survey the vent terminations and air inlet dampers/louvers to make sure they are unobstructed and clear, check control settings as well as test safety controls and operating controls. We will check and clean heat exchangers and burners on all gas heating equipment.

Operational Inspections- Inspection of unit operation, check condenser coils, clean drain pans, all mini split unit reservoirs, filters and floats shall be cleaned thoroughly with an antibacterial solution blow out all drain lines and hoses with air and leak check and install drain pan tablets, Clean with non-caustic solution such as Coil Rite", check belt tensions, and overall system operations.

Air Filter Maintenance

Included in your Maintenance Program are (0) air filter changes per year. (Customer provides and installs filters)

Emergency and Trouble Call Coverage

Even with the maintenance care provided in this program, occasional failures can occur. Although the cost of emergency service labor and materials are not included in this program, you will receive top priority trouble call response during peak heating and cooling periods. We will be on-site within (2) hours from receipt of your request.

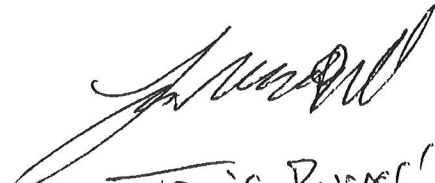
By: COLBY BLOUNT

By:

Butch Lee

HVAC SALES

Mayor



Travis Burner

Date:

SCHEDULE A

Inspections Include

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Reports

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Metro Building Service Team

Metro Building Services has assembled a specialized maintenance team dedicated to insuring a smooth integration of this program with Preventative Maintenance Contract Customers normal business activities. This team will ensure consistency in the delivery of your maintenance program, provide for effective lines of communication, and to avoid escorting unfamiliar people through your facility.

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Emergency Service

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Refrigerant Containment Service

We will use recovery, recycling, and reclamation of your refrigerant as appropriate to minimize costs of replacement refrigerant. Such work will be done per all Federal, State and Local Regulatory Guidelines.

SCHEDULE B

Terms and Conditions

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 - Repair or replacement of non-maintainable parts of the system(s) such as, but not limited to, coils, heat exchangers, duct work, piping, shell and tube, unit cabinets, boiler refractory material, insulating material, electrical wiring, hydronic and pneumatic piping, structural supports and other non-moving parts, are not included in this Agreement.
 - Any repairs or services resulting from power failures, freezing temperatures, roof leaks through curbs or equipment, or air side corrosion will be paid for by the customer in accordance with Contractor's currently established rates.
 - The agreement does not include responsibility for design deficiencies, such as, but not limited to poor air distribution, water balances, etc. It does not include responsibility for system, equipment and component obsolescence, electrical failures, unserviceable equipment and operating the system(s). If the equipment covered is altered, modified, changed, or moved, this Agreement may be adjusted accordingly or terminated.
 - Contractor is not responsible for the removal or disposal of any hazardous materials or any cost associated with these materials unless otherwise noted in this Agreement.
 - The agreement does not include repairing any damage resulting from improper/inadequate water treatment or filter service not supplied by Contractor.
 - This agreement does not include the cleaning of any air passages, air grills, or air balancing of systems.
 - This agreement and all rights hereunder shall not be assignable unless approved by Contractor.
 - In the event of additional freight, labor, or material costs resulting from this customer's request to avoid delays with the respect to equipment warranties, or accelerated delivery of parts and supplies, Customer agrees to pay these additional costs at Contractor's currently established rates.
-
- Contractor's scope of work shall not include the identification, detection, abatement, encapsulation or removal of asbestos or products or materials containing asbestos or similar hazardous substances. In the event Contractor encounters such material in performing its work, Contractor will have the right to discontinue work and remove its employees until the hazard is corrected or it determined no hazard exists.

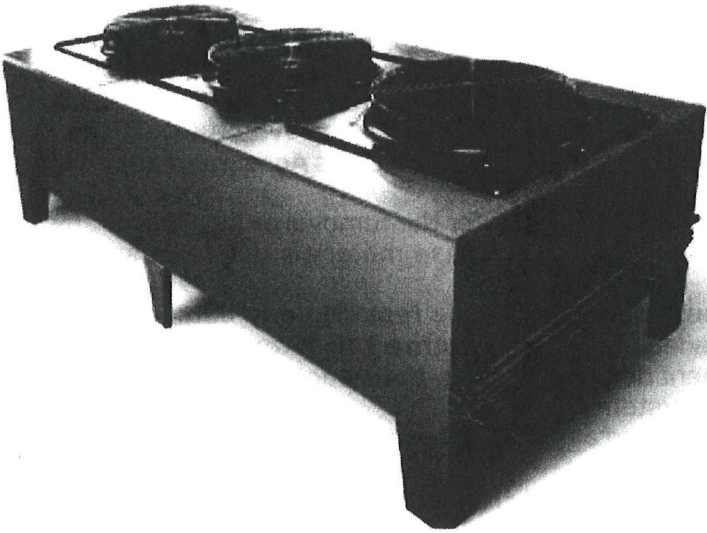
Limitations of Liability and Indemnity

- Except as provided by Mississippi Law, Contractor will not be liable for delays or failure to obligate due to fire, flood, strike, lockout, freezing, unavailability of material, riots, acts of God, or cause beyond reasonable control.
- All work performed by Contractor that may be found in conflict with local, state, or federal building codes shall be corrected by Contractor. Vendor acknowledges that the City of Brandon, Mississippi, is a Mississippi government entity and is entitled to certain protections, limitations, defenses, and privileges, and immunities as provided by MCA Section 11-46-1 et. Seq. (The Mississippi Tort Claims Act) and as otherwise provided by Mississippi law and that all such protections, limitations, defenses, privileges and immunities are reserved and asserted by the City, the provisions of this Agreement notwithstanding.

SCHEDULE C

Qty	Type	Size	Manuf.	Model	Serial	Location
1	Split System (Outside)	5	TRANE	4TTR4060I1000AA	18241NJ85F	GROUND CU-1
1	Split System (Inside)	5	YORK	TG9S100C20MP11A	W1A163721	CEILING-FURN-1

(1) Ice machine – ice o matic

Split System (Outside) Maintenance Requirements		
		
Part	Function	Tasks Required
Electrical Disconnect	Safety shutoff for primary power to unit	Inspect & clean contacts Check for proper operation
Condenser Fan	Moves air through condenser coil	Clean dirt accumulation Lubricate bearings Check for bearing wear
Condenser Coil	Converts refrigerant from high temperature, high pressure gas to low temperature, high	Clean fin surfaces Check for leaks Check for corrosion



October 17, 2025

City of Brandon

Attn: Jody Compton

RE: Environment Masters Proposal - HVACR Planned Maintenance - PM FY26

October 1, 2025 – September 30, 2026

RFP LOCATIONS

Amphitheater HVAC:

Annual Rate Quarterly Rate

\$ 8,100.00 \$ 2,025.00

- Additional coil cleaning: Total \$ 971.00 all units

Amphitheater Refrigeration:

\$ 4,000.00 \$ 1,000.00

- Additional Cost Add for ice machine mid-season clean & sanitize: \$400.00 each unit

Shiloh Park:

\$ 4,000.00 \$ 1,000.00

- HVAC additional coil cleaning: Total \$460.00 all units.

Quarry Park:

\$ 1,250.00 \$ 312.50

- HVAC additional coil cleaning: Total \$250.00

Municipal Complex:

\$ 9,800.00 \$ 2,450.00

Library:

\$ 7,280.00 \$ 1,820.00

Police Department:

\$ 4,200.00 \$ 1,050.00

Fire Station 1:

\$ 390.00 \$ 97.50

Fire Station 2:

\$ 500.00 \$ 125.00

Fire Station 3:

\$ 500.00 \$ 125.00

Fire Station 4:

\$ 500.00 \$ 125.00

Fire Station 5:

\$ 500.00 \$ 125.00

Fire Station 6:

\$ 390.00 \$ 97.50

City Shop:

\$ 1,200.00 \$ 300.00

- Filters replaced monthly at City Shop

TOTAL ANNUAL RATE

\$ 42,610.00

QUARTERY BILLING

\$ 10,652.50

Heating • Cooling • Plumbing

JACKSON 168 East Porter Street, Jackson, MS 39201 / MADISON 123 Solleftea, Madison, MS 39110
MAILING P.O. Box 1015 / Jackson, MS 39215-1015 / 601-353-4681 / www.environmentmasters.com



Total technician cost per hour (regular time): \$159.00

Total technician cost per hour (overtime): \$168.00

No double time for maintenance customers

Regular working hours: 8:00 a.m. to 5:00 p.m.

Overtime working hours: 5:00 p.m. to 8:00 a.m.

Overtime hours: Weekdays after 5:00 pm, Weekends, Christmas Day, Thanksgiving Day, Independence Day, Memorial Day, New Years Day, Labor Day

Guaranteed response time for corrective/emergency repairs: < 24 hours

We appreciate the opportunity to quote maintenance services for the City of Brandon.

The above quotations are for acceptance within 30 days from the above date.

Standard terms of sales are net 30 days.

1.5% interest added per month on unpaid balances

Heating • Cooling • Plumbing

JACKSON 168 East Porter Street, Jackson, MS 39201 / MADISON 123 Solleftea, Madison, MS 39110
MAILING P.O. Box 1015 / Jackson, MS 39215-1015 / 601-353-4681 / www.environmentmasters.com



PM Instructions - FY26 Standard Terms

All locations excluding Fire Stations planned maintenance will include:

- ✓ (1) annual technical inspection (includes coil cleaning with chemical and belt change)
- ✓ (3) operational inspections
- ✓ (4) filter changes (by service provider, not 3rd party vendor). Clean washable filters
- ✓ 10% discount off base labor rates (provide labor rates) and list price for all parts (tax exempt)

Fire Stations planned maintenance to receive:

- ✓ (1) annual technical inspection (includes coil cleaning with chemical)
- ✓ (3) Operational inspections
- ✓ (4) filter changes (by service provider, not 3rd party vendor). Clean washable filters
- ✓ 10% discount off base labor rates and list price for parts

All Planned Maintenance agreement locations will include:

- ✓ Priority service must respond within (2) hours for all emergency service calls
- ✓ Provide a comprehensive inspection report upon completion of each service call listing work performed, defects found and recommended corrective action(s) to keep equipment in good working conditions
- ✓ During annual inspections: clean all blower wheels (including mini splits) and intake louvers.
- ✓ Check and clean heat exchangers and burners on gas heating equipment
- ✓ Check and test strip heat on electric heating equipment
- ✓ Clean condensates drain pans, drain lines (including mini splits) and add drain tablets

Amphitheater Refrigeration:

This refrigeration equipment includes (4) Walk In Cooler/ Freezers, (6) Reach In Cooler/ Freezers, (6) Exhaust High Volume Fans, (4) Ice Machines as described on the City of Brandon Equipment List RFP.

- ✓ 4 Preventative Service inspections per year.
- ✓ Condenser Coils will be cleaned once per year on outside condenser units for the various split systems i.e. Hoshizaki ice machines & Heat Craft, walk in Cooler/Freezers.
- ✓ The TRUE Reach-In Refrigeration Interior Condenser Coils will be treated & cleaned on each inspection
- ✓ Includes belts for the high-volume exhaust fans once per year.
- ✓ Ice Machines will be sanitized and cleaned once per annum.
- ✓ *The ICE MACHINE Mid-Season clean and sanitize is an additional fee per unit -- \$400.00 each unit*

We appreciate the opportunity of submitting our proposal and look forward to working with you.
Sincerely,

Jay (Jimmy) Jones
Commercial Account Manager

Heating • Cooling • Plumbing

JACKSON 168 East Porter Street, Jackson, MS 39201 / MADISON 123 Solleftea, Madison, MS 39110
MAILING P.O. Box 1015 / Jackson, MS 39215-1015 / 601-353-4681 / www.environmentmasters.com





MEMORANDUM

TO: HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN
FROM: MARY ANN HESS
DATE: 10/06/2025
SUBJECT: CMPDD LOCAL ASSESSMENT

Consideration to approve the CMPDD District Assessment for the Fiscal Year 2026 in the amount of \$9,410.00 and authorize payment for the same.

ATTACHMENTS:

1. CMPDD ASSESSMENT FY 2026



CENTRAL MISSISSIPPI PLANNING AND DEVELOPMENT DISTRICT

1020 Centre Pointe Boulevard • Pearl, Mississippi 39208 • (601) 981-1511 • Fax: (601) 981-1515

William Banks, President
Les Childress, Vice President
Dan Hart, Secretary-Treasurer
Michael Monk, Chief Executive Officer

October 1, 2025

The Honorable Butch Lee
Mayor of Brandon
Post Office Box 1539
Brandon, MS 39043-1539

Dear Mayor Lee:

Enclosed is the invoice for City of Brandon for the fiscal year 2026 local assessment. The local share was determined by the Board of Directors of the Central Mississippi Planning and Development District and has been outlined in previous correspondence to you. We would appreciate remittance at your earliest convenience in order to proceed with the approved Work Program for fiscal year 2026, which started October 1, 2025.

As always, we sincerely appreciate your continued cooperation and support, and look forward to working with you in the upcoming year. If you should have any questions, please do not hesitate to contact us.

Sincerely,

Michael Monk
Chief Executive Officer

Enclosure

cc: Ms. Mary Ann Hess, City Clerk

Central MS Planning & Development District, Inc.

1020 Centre Pointe Blvd

Pearl MS 39208

601-981-1511

Invoice

City of Brandon

P.O. Box 1539

Brandon MS 39043-1539

10/01/2025

Invoice # : 5847

Order # :

Description: Fiscal Year 2026 District Assessments

Total Amount Due

\$9,410.00



MEMORANDUM

TO: HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN
FROM: REBECCA PEVEY
DATE: 10/16/2025
SUBJECT: IWORQ SOFTWARE RENEWAL

Authorize payment to iWorQ in the amount of \$9,439.00 for the renewal of the permit management and citizen request software.

ATTACHMENTS:

1. iWorQ Software Renewal

iWorQ Systems, Inc.
P.O. Box 3784
Logan, UT 84323
USA



INVOICE

Invoice Number: 213726

Phone: (435) 755-5126
Fax: (435) 379-3243

Invoice Date: 10/01/2025
Account Number: 1314

Bill To:

BRANDON, MS
Attn: Theresa Trebotich
PO Box 1539
Brandon, MS 39043

Description:
Period: November 2025 - October 2026

Customer ID	Customer PO	Payment Terms	
BRANDON, MS		Net 30 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
	Courier		10/31/2025

Quantity	Item	Unit Price	Amount
1	Business License Management (Basic) -	\$1,650.00	\$1,650.00
1	Citizen Engagement Package - Permit Management	\$1,489.00	\$1,489.00
1	Citizen Engagement Package - Citizen Request	\$1,000.00	\$1,000.00
1	Additional Web Forms for Online Portal -	\$500.00	\$500.00
1	Community Development (Basic) - Permit Management, Code Enforcement	\$4,550.00	\$4,550.00
1	Premium Data Package - Custom	\$250.00	\$250.00
	iWorQ Systems Internet Software Management and Support November 2025 - October 2026		

Check/Credit Memo No:	Total Invoice Amount	\$9,439.00
	Outstanding Balance	\$0.00
	Total Payments Applied	\$0.00
	Credit Applied	\$0.00
	TOTAL	\$9,439.00

Payment for invoice may be paid online via credit card at <http://payments.iworq.net>

Please contact Billing@iworq.com to update BILL TO information. Thank you.



MEMORANDUM

TO: HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN
FROM: REBECCA PEVEY
DATE: 10/16/2025
SUBJECT: AMPHITHEATER SPONSORSHIP AGREEMENT

Consideration to approve an Amphitheater sponsorship agreement with Visit Mississippi for the 2026 concert season and authorize the Mayor to execute the same.

ATTACHMENTS:

1. Visit MS 2026 Sponsorship Agreement



MEMORANDUM

TO: HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN
FROM: MARY ANN HESS
DATE: 10/13/2025
SUBJECT: UNINSURED MOTORIST

Consideration to approve an insurance policy from the Mississippi Municipal Liability Plan for uninsured motorist coverage.

ATTACHMENTS:

1. Copy of number of vehicles 2025
2. UNINSURED MOTORIST FORM

NUMBER OF VEHICLES BY DEPARTMENT

Amphitheater	3
Com Dev	5
Fire	7
Gen Gov	5
Parks & Rec	6
Police	56
Sanitation	2
Sewer	6
Street	2
Water	18
	110
\$125 per vehicle	
	\$ 125
	\$ 13,750

UNINSURED MOTORIST OPTION LETTER

Policy Coverage Period: **1/1/2026 – 12/31/2026**

Your city has the option to purchase Uninsured Motorist coverage. If your city purchases this coverage, maximum limits will be:

25,000 per person Bodily Injury
50,000 per occurrence Bodily Injury
25,000 per occurrence Property Damage

No other limits apply. Please note that the limits which apply to Uninsured Motorist coverage do not equal the automobile liability limits provided by the Plan.

City Name: City of Brandon

Policy Number: 0033GL2026

Signature _____

Title: _____

Phone Number: _____

Date: _____

Coverage Options

If you desire Uninsured Motorist coverage, select Option A. If you do not desire Uninsured Motorist Coverage, select Option B. **Important: Regardless of the Option you choose, please return this form for our record of your selection.**

Check Desired Option

☒ A. All land motor vehicles owned by insured requested to be covered on a schedule of vehicles.

Rates: \$100.00 per vehicle Bodily Injury
\$ 25.00 per vehicle Property Damage
\$125.00 per vehicle Bodily Injury and Property Damage

Total number of vehicles 110 (Required)

☐ B. Our city elects not to purchase Uninsured Motorist coverage.

Please:

1. Select desired option (check appropriate line).
2. Please fill in the number of vehicles and attach a list of vehicles you wish to be covered.
3. Please advise us of any changes in the schedule of vehicles as they occur.
4. **Please do not send payments at this time, you will be billed at renewal.**
5. **Please Return this form before October 15, 2025 in the envelope provided or you may return using the following methods listed below:**

Email: cstrong@msmsc.com

Fax (601) 355-8584

Mississippi Municipal Liability Plan

600 East Amite Street, Suite 200

Jackson, MS 39201



MISSISSIPPI MUNICIPAL SERVICE COMPANY
MISSISSIPPI MUNICIPAL WORKERS' COMPENSATION GROUP
MISSISSIPPI MUNICIPAL LIABILITY PLAN

September 22, 2025

To: Mississippi Municipal Liability Plan Member

From: Charlene Strong

Re: GL2026 Uninsured Motorist Coverage Option Letter

Please find enclosed information concerning the Uninsured Motorist Coverage Option. Please review the enclosed questionnaire and make the appropriate selection for your municipality. **This is very important and is reflected on your 2025 liability coverage and premium, so take a few moments to complete the form and return to us before **October 15, 2025** either in the enclosed envelope, via email to cstrong@msmsc.com or fax it to (601) 355-8584.**

If you currently have Uninsured Motorist Coverage with us, we have included a current **Vehicle List**. Please look over this list and make any corrections, additions or deletions and return it with the Uninsured Motorist Form.

We thank you in advance.



MEMORANDUM

TO: HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN
FROM: MARY ANN HESS
DATE: 10/13/2025
SUBJECT: BUDGET AMENDMENTS

Consideration to approve budget amendments for fiscal year 2025 and authorize publication of the same.

ATTACHMENTS:

1. FY 25 EOY Budget Amendment Publication (Post Closing)

BUDGET AMENDMENTS									
CODE	DESCRIPTION	ORIGINAL BUDGET	BOARD APPROVED AMENDMENT	ADDITIONAL REQUESTED AMENDMENT	TOTAL AMENDED BUDGET	% OF INCREASE	% OF INCREASE	REASON FOR INCREASE	OVER 10%
001-040-500	CONSUMABLE SUPPLIES	5,080.00	1,900.00	4,300.00	11,280.00	122.05%	123%	FLAGS/FLAGPOLES, OFFICE SUPPLIES/UNIFORMS	PUBLISH
001-040-600	CONTRACTUAL/OTHER SERVICES	206,939.00	-	15,000.00	221,939.00	7.25%	8%	EXCHANGE CLUB/MS TOUR GUIDE, TRANSPORTATION, WELCOME HOME MS, CONVENTION	NO
001-040-700	CAPITAL OUTLAY	5,200.00	-	195,000.00	200,200.00	3750.00%	3750%	BUILDINGS/LOT PURCHASES (BOARD APPROVED)	PUBLISH
001-092-600	CONTRACTUAL/OTHER SERVICES	759,631.00	270,000.00	469,000.00	1,498,631.00	97.28%	98%	PR/SOCIAL MEDIA/DIGITAL MEDIA/MARKETING/SOCIAL ARCHIVE SOFTWARE LICENSE/CITY WEBSITE, IT SERVICES, RECRUITMENT SVC, IRRIGATION SYSTEM (B/A), LEGAL FEES (B/A), AUDIT FEE (B/A), MS CODE UPDATES	PUBLISH
001-180-600	CONTRACTUAL/OTHER SERVICES	130,379.00	21,000.00	38,000.00	189,379.00	45.25%	46%	TRAFFIC STUDY/COMPREHENSIVE PLAN/ELECTRONIC RECORDS	PUBLISH
001-201-600	CONTRACTUAL/OTHER SERVICES	2,492,320.00	108,500.00	170,000.00	2,770,820.00	11.17%	12%	ENGINEERING - PROJECT STORMWATER/ROW TREE REMOVAL (B/A)/EQUIPMENT REPAIRS	PUBLISH
001-220-500	CONSUMABLE SUPPLIES	11,250.00	-	5,500.00	16,750.00	48.89%	49%	FLAGS/SPECIAL EVENTS SUPPLIES	PUBLISH
001-340-500	CONSUMABLE SUPPLIES	205,175.00	-	3,600.00	208,775.00	1.75%	2%	CONSUMBLE SUPPLIES	NO
004-500-400	PERSONNEL SERVICES	331,955.00	-	24,200.00	356,155.00	7.29%	8%	PERSONNEL COSTS (FRINGE BENEFITS/WORKERS COMP)	NO
004-500-600	CONTRACTUAL/OTHER SERVICES	6,183,504.00	30,000.00	805,000.00	7,018,504.00	13.50%	14%	LICENSE FEES/ARTIST AGREEMENTS/LEGAL/EQUIP. REPAIRS/TICKETMASTER	PUBLISH
100-220-600	CONTRACTUAL/OTHER SERVICES	1,822,131.00	-	61,000.00	1,883,131.00	3.35%	4%	WRUA CONTRACT/EQUIPMENT REPAIRS	NO
400-670-400	PERSONNEL SERVICES	570,288.00	-	1,400.00	571,688.00	0.25%	1%	FRINGE BENEFITS (HEALTH INS.)	NO
400-680-400	PERSONNEL SERVICES	296,560.00	-	167,000.00	463,560.00	56.31%	57%	OVERTIME DUE TO SEWER REPAIR WORK/PERS RETIREMENT/HEALTH INS. PREMIUMS/FICA TAXES/NEW HIRE	PUBLISH
400-680-500	CONSUMABLE SUPPLIES	71,457.00	-	44,000.00	115,457.00	61.58%	62%	SHOP SUPPLIES/FUEL DUE TO INCREASED SEWER WORK	PUBLISH



MEMORANDUM

TO: HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN
FROM: MARY ANN HESS
DATE: 10/09/2025
SUBJECT: NEW HIRE - FACILITIES MAINTENANCE SPECIALIST

Request permission to hire Keith Wilson as Facility Maintenance Specialist effective October 21, 2025, and set rate of pay according to the memo.

ATTACHMENTS:

1. Memo Facilities Maintenance Specialist
2. Keith Wilson



MEMORANDUM

TO: HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN
FROM: MARY ANN HESS
DATE: 09/09/2025
SUBJECT: CLAIMS DOCKET

Consideration to approve:

- a. Docket of Claims for October 20, 2025.
- b. Fox Everett claims released on October 21, 2025.

ATTACHMENTS:

- 1. Check Docket for 10-21-2025
- 2. FOX EVERETT 10202025



City of Brandon
Check Register by Department for Checks Dated 10/21/2025

Check Run #: 13005

Check#	Vendor#	Vendor Name	PO#	Invoice#	Description	GL Acct#	spickle Acct Per.	Detail Amount
Dept#	001-000							
101883	799	DPS FUND #3734		September 2025	Sept 2025 Special Assessments	001-000-330		\$2,131.83
101893	2002	FOX-EVERETT/COB		October 2025	October 2025 Medical & Dental Insurance	001-000-117	1	\$5,421.04
						001-000-116	1	\$91,692.00
101925	12735	MS ATTORNEY GENERAL'S OFFICE		September 2025	Sept 2025 Victims of Human Trafficking	001-000-330	1	\$2,460.00
101936	14598	Rakeshbhai G Patel		10/15/2025	Reimb for payment to Justice Security	001-000-311	1	\$1,899.50
101939	1224	RANKIN CO SUPERVISORS		September 2025	Sept 2025 Law Library	001-000-330	1	\$307.75
101949	838	STATE TREASURER		September 2025	Sept 2025 Court Assessment	001-000-003	1	\$24,605.75
				September 2025-Incorrect	Sept 2025 Court Assessment	001-000-003	1	(\$24,605.75)
				September 2025-B	Sept 2025 Court Assessment	001-000-330	1	\$24,605.75
Total For Department				001-000				\$128,517.87
Dept#	001-010							
101847	5592	AMERICAN BUSINESS FORMS		INV08423932	DUI Traffic Ticket Books	001-010-620	1	\$1,796.00
						001-010-620	1	\$59.86
101924	6168	MIPCO IMPRESSION PRODUCTS, INC.		275616	Court Services Copier	001-010-640	1	\$212.20
101960	13013	TRUSTMARK VISA/MC - LYDIA EASLEY	20585	09/30/2025	Postage for shipping packages	001-010-691	1	\$12.00
						001-010-691	1	\$10.50
						001-010-691	1	\$11.40



City of Brandon
Check Register by Department for Checks Dated 10/21/2025

Check Run #: 13005

Check#	Vendor#	Vendor Name	PO#	Invoice#	Description	GL Acct#	spickle Acct Per.	Detail Amount
Total For Department				001-010				\$2,101.96
Dept#	001-040							
101853	1873	BENCHMARK ENGINEERING		28057	Survey Parcels H8Q-8 & H8Q-9	001-040-710	1	\$2,610.00
101864	205	CENTRAL MS PLANNING & DEVELOPMENT DISTRICT, INC.		5847	Fiscal Year 2026	001-040-695	1	\$9,410.00
101900	7880	HEDERMAN BROTHERS, LLC	20566	106418	Presentation Folders	001-040-620	1	\$2,823.00
101956	3733	TRAVELERS		2432R9178 Oct 25	Commerical Auto Package	001-040-625	1	\$11.10
101958	12065	TRUSTMARK VISA/MC - BUTCH LEE		5262383727400	Southwest -Portland ME	001-040-696	1	\$886.36
				08/18/25	Credit Card Rebate	001-040-696	1	(\$1.85)
Total For Department				001-040				\$15,738.61
Dept#	001-092							
101840	1522	A COMPLETE FLAG SOURCE	20598	60259	New City of Brandon Flags	001-092-550	1	\$3,919.00
101856	10211	BLUEWATER ARCHITECTURAL PRODUCTS LLC	20695	INV1-101424	replace broken door closer on East side of building	001-092-636	1	\$355.00
101857	13903	BRADY INDUSTRIES OF MS LLC		10335245	Black Gloves	001-092-510	13	\$93.61
101861	12191	BYRD & COOK PAINT & DECORATING CENTER INC.	20423	12266	Floor Prep-Material Only	001-092-637	1	\$220.00
			20527	12354	FLlooring Comm. Dev. Hall	001-092-720	1	\$1,279.00
101862	2254	C SPIRE		3000744308-39	Monthly Fiber and Internet	001-092-605	1	\$4,956.00
101865	1999	CINTAS CORPORATION NO 210		4245498304	UNIFORMS	001-092-535	1	\$3.95
						001-092-535	1	\$8.22



City of Brandon
Check Register by Department for Checks Dated 10/21/2025

Check Run #: 13005

Check#	Vendor#	Vendor Name	PO#	Invoice#	Description	GL Acct#	spickle Acct Per.	Detail Amount
				4246180254	UNIFORMS	001-092-535	1	\$3.95
						001-092-535	1	\$8.22
				4244702678	UNIFORMS	001-092-535	13	\$3.95
						001-092-535	13	\$8.22
101870	12880	COMSOUTH INC		210702	Fleet Tracking--Oct 2025	001-092-600	1	\$2,520.00
101876	3419	CUSTOM CREATIONS INC OF MS	20689	08722	repair metal fence at Old Brandon Cemetery	001-092-637	1	\$633.00
101878	1913	DAVID JEFcoat PEST CONTROL		46697	Qtrly Pest Control-City Hall	001-092-600	1	\$200.00
101892	860	FLEETCOR TECHNOLOGIES		NP69266542	ACCT #126876-FUEL FOR WEEK 09-29-2025 / 10/05/2025	001-092-525	1	\$57.89
				NP68625490	ACCT #126876-FUEL FOR WEEK 06/16/2025-06/22/2025	001-092-525	13	\$41.28
101901	4306	HI-TEK FIRE SPRINKLERS, INC.	19893	102682	replace/repair 4" valve packing in the fire sprinkler main water line	001-092-636	1	\$1,034.00
101908	623	JACKSON PAPER COMPANY	20350	1425925	copy paper order	001-092-500	13	\$45.75
101912	12673	JUBILEE DECOR, LLC	20597	2734	Downtown Holiday Banners	001-092-550	1	\$4,254.90
101917	4866	LOGICS		26-IN1167	IVR Usage Overages	001-092-605	1	\$164.49
101919	2416	M&R PROTECTIVE SYSTEMS INC	19233	17140	Annual Fire Alarm Inspection	001-092-600	1	\$600.00
101920	13688	MARY ANN HESS		10/10/2025	Lodging Mileage Meals Conference	001-092-636	1	\$768.29
				10/10/2025-Incorrect	Lodging Mileage Meals Conference--Incorrect Code	001-092-636	1	(\$768.29)
				10/10/2025-B	Lodging Mileage Meals Conference--	001-092-696	1	\$768.29



City of Brandon
Check Register by Department for Checks Dated 10/21/2025

Check Run #: 13005

Check#	Vendor#	Vendor Name	PO#	Invoice#	Description	GL Acct#	spickle Acct Per.	Detail Amount
101922	4566	METRO BUILDING SERVICES, INC	20494	62835	Correct One remove and replace to match existing senior center kitchen vent hood	001-092-636	1	\$4,327.00
101931	2377	MURPHY'S LAWN & LANDSCAPE	20370	18645	Remove & Dispose all bed along Gray Daniels Blvd	001-092-637	1	\$3,687.92
101941	5241	SHRED-IT		8012162762	City Hall Shred 09- 25-2025	001-092-600	1	\$154.98
101944	11925	SOUTHERN CONTROLS TECHNOLOGY, LLC	19062	2442	Control System Outside Air Unit	001-092-600	1	\$450.00
101951	4578	TECHSOURCE SOLUTIONS INC		MSP-72048	10/25 Monthly Server Contract	001-092-602	1	\$8,765.00
				72267	Billed Services Systems Engineer	001-092-602	1	\$6,195.00
				72050	Monthly DNS Hosting-10/25	001-092-602	1	\$869.25
			20509	71801	Dell Pro 16 Plus Laptop	001-092-730	1	\$3,100.00
101952	5602	THE CIRLOT AGENCY, INC		009017	Public Relations	001-092-600	1	\$9,777.50
				009018	Creative Development	001-092-600	1	\$16,190.00
				009019	Social Media Advertising	001-092-600	1	\$123.90
				009020	Media Monitoring Social Listening	001-092-600	1	\$2,500.00
				009021	2025 Brand Management	001-092-600	1	\$1,805.00
101956	3733	TRAVELERS		2432R9178 Oct 25	Commerical Auto Package	001-092-625	1	\$38.84
101963	11103	VESTIS GROUP INC F/K/A ARAMARK		2780374984	Mops for Senior Center & City Hall	001-092-510	1	\$96.49
				2780375780	MOPS FOR SENIOR CENTER AND CITY HALL	001-092-510	1	\$96.49



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Check#	Vendor#	Vendor Name	PO#	Invoice#	Description	GL Acct#	spickle Acct Per.	Detail Amount
101971	1708	WOLVERTON ENTERPRISE INC.	20634	20253864	perforated paper for privilege licenses	001-092-500	1	\$145.00
			20472	20253840	Business Cards- Cortilius Griffin	001-092-620	1	\$55.00
Total For Department				001-092				\$79,556.09
Dept#	001-112							
101849	6291	APPLICATION DATA SYSTEMS INC		12645	CAD System Software-PD	001-112-600	1	\$4,995.00
101852	393	BEAU EDGINGTON		09/17/2025	Meals Kansas Vehicle Trip	001-112-696	1	\$63.73
101869	4293	COMCAST CABLE		8396410610065 142-Oct 25	PD TV Services- 10/02/25 to 11/01/2025 & past due	001-112-605	1	\$386.86
101878	1913	DAVID JEFcoat PEST CONTROL		46599	Qtrly Pest Control- Library	001-112-600	1	\$70.00
				46706	Snake Pest Control- Library	001-112-600	1	\$340.00
101882	14231	DELTA UTILITIES AGGREGATOR, LLC		3194068-7-Oct 10,2025	1455 W GOVERNMENT ST-	001-112-630	1	\$88.54
101892	860	FLEETCOR TECHNOLOGIES		NP69266542	ACCT #126876- FUEL FOR WEEK 09-29-2025 / 10/05/2025	001-112-525	1	\$2,150.82
				NP68625490	ACCT #126876- FUEL FOR WEEK 06/16/2025- 06/22/2025	001-112-525	13	\$2,688.96
101906	14597	Jabri Selmon		09/25/2025	Meals Pick Up Patrol Vehicles	001-112-696	1	\$102.09
101919	2416	M&R PROTECTIVE SYSTEMS INC	19233	17140	Annual Fire Alarm Inspection	001-112-600	1	\$350.00
101924	6168	MIPCO IMPRESSION PRODUCTS, INC.		275619	PD Booking Copier	001-112-640	1	\$347.56



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Check#	Vendor#	Vendor Name	PO#	Invoice#	Description	GL Acct#	spickle Acct Per.	Detail Amount
				275618	PD Booking Copier	001-112-640	1	\$338.10
				275617	CID Copier	001-112-640	1	\$319.44
101929	810	MS LAW RESEACH		6942	Handbooks	001-112-550	1	\$55.00
101938	2477	RANKIN CO SHERIFF DEPT		SO-55400	Sept 25 Inmate Feeding Housing Medical	001-112-523	1	\$4,100.00
						001-112-522	1	\$105.79
101951	4578	TECHSOURCE SOLUTIONS INC		72051	PD Monthly Firewall- 10/25	001-112-605	1	\$530.00
101954	3994	THE SOUTHERN CONNECTION POLICE SUPPLIES LLC	20334	36327	Order 10239A Hutson-Carrier	001-112-535	13	\$98.83
			20415	36461	Shirts and Pants	001-112-535	13	\$354.00
						001-112-535	13	\$236.00
						001-112-535	13	\$236.00
						001-112-535	13	\$59.00
						001-112-535	13	\$59.00
						001-112-535	13	\$118.00
						001-112-535	13	\$74.99
						001-112-535	13	\$237.00
						001-112-535	13	\$553.00
						001-112-535	13	\$237.00
						001-112-535	13	\$79.00
						001-112-535	13	\$89.00
						001-112-535	13	\$10.99
						001-112-535	13	\$85.98
			20562	36483	Safety Vest, Radio Holster, Tie, Name Plate	001-112-535	13	\$34.99
						001-112-535	13	\$55.00
						001-112-535	13	\$11.99
						001-112-535	13	\$16.00
			20441	36470	New Hire Taylor Uniform	001-112-535	1	\$75.00



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Check#	Vendor#	Vendor Name	PO#	Invoice#	Description	GL Acct#	spickle Acct Per.	Detail Amount
						001-112-535	1	\$65.00
						001-112-535	1	\$3.00
						001-112-535	1	\$11.99
						001-112-535	1	\$158.00
						001-112-535	1	\$59.00
						001-112-535	1	\$55.00
						001-112-535	1	\$59.00
						001-112-535	1	\$45.00
						001-112-535	1	\$19.95
						001-112-535	1	\$8.00
						001-112-535	1	\$19.99
						001-112-535	1	\$16.00
						001-112-535	1	\$7.00
101956	3733	TRAVELERS		2432R9178 Oct 25	Commerical Auto Package	001-112-625	1	\$127.62
101957	4669	TRUSTCARE HEALTH, LLC		11394K19538	Drug Screening Physical	001-112-600	13	\$60.00
						001-112-600	13	\$160.00
						001-112-600	13	\$160.00
				11674K19538	Drug Screening Physical	001-112-600	1	\$100.00
						001-112-600	1	\$100.00
						001-112-600	1	\$100.00
101970	13789	WILLIAM SAUL		09/26/2025	Fuel Meals FBI LEEDA Class	001-112-685	1	\$196.93
				Total For Department	001-112			\$21,384.14
Dept#	001-161							
101841	14407	ADAM DENSON		10/15/2025	Training at Crossroads	001-161-685	1	\$105.04



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Check#	Vendor#	Vendor Name	PO#	Invoice#	Description	GL Acct#	spickle Acct Per.	Detail Amount
101857	13903	BRADY INDUSTRIES OF MS LLC	20569	10713937	Paper Towels	001-161-510	13	\$329.89
101859	4573	BRYHN BECK		10/03/2025	Wilderness 100 Training Class	001-161-685	1	\$121.42
101863	12555	CAVENDER STORES, LTD	20530	0307121-IN	REPLACEMENT BOOTS FOR J MCCLORA	001-161-535	13	\$157.49
			20588	0308332-IN	REPLACEMENT BOOTS-BC STRINGER	001-161-535	13	\$161.99
			20521	0308467-IN	REPLACEMENT BOOTS	001-161-535	13	\$165.00
101868	13736	CODY COLE		10/15/2025	Trustcare Visit	001-161-600	1	\$105.00
101881	13531	DELTA FIRE & SAFETY INC	20548	INVTX25-5757	REPAIR OF TURNOUT PANTS	001-161-535	13	\$466.99
			20520	INVTX25-5905	4 SETS TURN OUT GEAR-APPROVED BY BOARD SEPT 2, 2025-STATE CONTRACT# 8200078722-TO BE PAID FROM REBATE FUNDS	001-161-730	13	\$5,488.00
						001-161-730	13	\$8,984.00
						001-161-730	13	\$78.00
101882	14231	DELTA UTILITIES AGGREGATOR, LLC		3194066-1-Oct 10,2025	16 WOODGATE DR- FS #5	001-161-630	1	\$61.71
				6400692628-7- Oct 6, 2025	6577 GRANTS FERRY RD	001-161-630	1	\$64.81
101885	3820	EMERGENCY EQUIP PROFESSIONALS	20637	520870	REPAIR BALL VALVE ON ENGINE 4	001-161-635	1	\$201.55
						001-161-635	1	\$740.00
101892	860	FLEETCOR TECHNOLOGIES		NP69266542	ACCT #126876- FUEL FOR WEEK 09-29-2025 / 10/05/2025	001-161-525	1	\$909.28
				NP68625490	ACCT #126876-	001-161-525	13	\$668.13



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Check#	Vendor#	Vendor Name	PO#	Invoice#	Description	GL Acct#	spickle Acct Per.	Detail Amount
101902	575	HOME DEPOT CREDIT SERVICES	20642	010830/8515805	FUEL FOR WEEK 06/16/2025- 06/22/2025 Spray Gun RYB Wire Wheel 6 pc set	001-161-550	1	\$81.44
						001-161-550	1	(\$1.63)
101913	1906	JUSTIN ADCOCK		10/02/2025	Wilderness 100 Training Class	001-161-685	1	\$80.36
101919	2416	M&R PROTECTIVE SYSTEMS INC	19233	17140	Annual Fire Alarm Inspection	001-161-600	1	\$1,000.00
101934	931	O'REILLY AUTO PARTS	20641	1129-110506	mini bulbs	001-161-635	1	\$3.53
			20641	1129-111050	SEALED BEAM	001-161-635	1	\$21.01
101947	3699	STAPLES CONTRACT & COMMERCIAL, INC	20568	6043446717	INK, LARGE WALL CALENDAR	001-161-500	13	\$24.45
						001-161-500	13	\$9.10
						001-161-500	13	\$39.99
						001-161-500	13	\$196.10
						001-161-500	13	\$99.78
101948	1158	STATE FIRE ACADEMY	20435	12148	SEPTEMBER FIRE ACADEMY CLASSES	001-161-685	13	\$500.00
			20635	12218	OCTOBER ACADEMY CLASSES	001-161-685	1	\$250.00
101950	5591	SUNBELT FIRE, INC.	20694	00031506	FIRE FLAPS	001-161-550	1	\$590.50
101956	3733	TRAVELERS		2432R9178 Oct 25	Commerical Auto Package	001-161-625	1	\$110.98
101957	4669	TRUSTCARE HEALTH, LLC		11674K19538	Drug Screening Physical	001-161-600	1	\$100.00
						001-161-600	1	\$100.00
						001-161-600	1	\$100.00
						001-161-600	1	\$100.00
						001-161-600	1	\$100.00
						001-161-600	1	\$100.00



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Check#	Vendor#	Vendor Name	PO#	Invoice#	Description	GL Acct#	spickle Acct Per.	Detail Amount
101959	3845	TRUSTMARK VISA/MC - CAROLYN PALMER	20547	0010026679	FOR UPS STORE TO SHIP TURN OUT PANTS FOR REPAIR	001-161-600 001-161-691	1 13	\$100.00 \$24.97
101961	4073	VARNER SERVICE CO	20434	4965	REPAIR DRYER AT STATION 2	001-161-636	13	\$105.00
Total For Department				001-161				\$22,643.88

Dept# 001-180

101853	1873	BENCHMARK ENGINEERING		28059	General Services	001-180-607	1	\$2,035.00
101892	860	FLEETCOR TECHNOLOGIES		NP69266542	ACCT #126876-FUEL FOR WEEK 09-29-2025 / 10/05/2025	001-180-525	1	\$81.30
				NP68625490	ACCT #126876-FUEL FOR WEEK 06/16/2025-06/22/2025	001-180-525	13	\$157.01
101899	14568	Hattiesburg LQIS Lodging		5136B557897497	Request by Joey Barnette	001-180-696	1	\$356.00
101905	5756	IWORQ SYSTEMS INC		213726	IWORQ Systems Internet Software Mgmnt & Support Nov 2025 to Oct 2026	001-180-600	1	\$9,439.00
101908	623	JACKSON PAPER COMPANY	20350	1425925	copy paper order	001-180-500	13	\$45.75
101911	14596	Joseph Barnette		10/07/2025	Lodging Training	001-180-685	1	\$115.00
101940	1028	RANKIN COUNTY NEWS		252423	Merle Jones East Estate	001-180-615	1	\$64.08
				10/16/2025	Subscription Renewal Community Dev.	001-180-695	1	\$25.00
101956	3733	TRAVELERS		2432R9178 Oct 25	Commerical Auto Package	001-180-625	1	\$5.55

Report run by: spickle



City of Brandon
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Check#	Vendor#	Vendor Name	PO#	Invoice#	Description	GL Acct#	spickle Acct Per.	Detail Amount
101957	4669	TRUSTCARE HEALTH, LLC		11674K19538	Drug Screening Physical	001-180-600	1	\$100.00
						001-180-600	1	\$100.00
						001-180-600	1	\$200.18
101968	2500	WASTE MANAGEMENT OF JACKSON		3272971-0078-3	Property Clean Up	001-180-604	1	\$743.96
				Total For Department	001-180			\$13,467.83

Dept# 001-201

101842	12701	AJ CONSTRUCTION INC		4349	Asphalt Repairs	001-201-637	13	\$701.52
				4361	Asphalt Repairs	001-201-637	13	\$995.30
				4363	Asphalt Repairs	001-201-637	13	\$2,317.68
				4372	Asphalt Repairs	001-201-637	13	\$913.90
				4373	Asphalt Repairs	001-201-637	13	\$460.28
101843	11983	ALLEN ENGINEERING AND SCIENCE		00251331	Project Stormwater	001-201-607	1	\$1,750.00
101850	5261	ASHLEY FARMS & TRUCKING, LLC		6455	Grinding Wood Waste PD/Marquette Road	001-201-604	1	\$122,500.00
101853	1873	BENCHMARK ENGINEERING		28036	MOST Grant Marquette RD Pedestrian Path	001-201-703	1	\$688.75
				28038	GF Streets Hydrologic Restoration	001-201-607	1	\$4,688.75
				28039	MPO Hwy 80 Crossover Imp	001-201-703	1	\$4,902.50
				28047	GF Streets Hwy 80 (DQ) Sinkhole	001-201-607	1	\$310.00
				28049	GF Streets 2025 MPOTA Funds	001-201-703	1	\$13,697.50
				28050	MOST Parks Project Quarry Trail	001-201-703	1	\$120.00
				28051	GF Streets 2025 MOSTF App	001-201-703	1	\$5,072.50



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Check#	Vendor#	Vendor Name	PO#	Invoice#	Description	GL Acct#	spickle Acct Per.	Detail Amount
101865	1999	CINTAS CORPORATION NO 210		28054	GF Streets W of Terrapin Skin Creek S of HWY 80	001-201-607	1	\$402.50
				28059	General Services	001-201-607	1	\$555.00
				4245498304	UNIFORMS	001-201-535	1	\$5.74
						001-201-535	1	\$5.35
						001-201-535	1	\$6.31
				4246180254	UNIFORMS	001-201-535	1	\$5.74
						001-201-535	1	\$5.35
						001-201-535	1	\$6.31
				4244702678	UNIFORMS	001-201-535	13	\$5.74
						001-201-535	13	\$5.35
						001-201-535	13	\$6.31
101866	4106	CLEO MCKINION		1222	Asphalt Repairs-B/A 02/18/25	001-201-637	13	\$3,257.50
				1224	Asphalt Repairs-B/A 02/18/25	001-201-637	13	\$4,910.00
				1225	Asphalt Repairs-B/A 02/18/25	001-201-637	13	\$3,347.50
				1226	ASPHALT REPAIRS	001-201-637	1	\$4,730.00
101872	2442	CORE & MAIN, LP		X091236-Reprint	Frame and Cover- Reprint Ck # 101178 for fraud of ck	001-201-637	1	\$4,342.98
				X339273-Reprint	Preco Plug Hot- Reprint Ck # 101178 for fraud of ck	001-201-550	1	\$750.00
101877	303	CUSTOM PRODUCTS CORP.	20407	INV37168	Street & traffic signs	001-201-637	1	\$71.00
						001-201-637	1	\$71.00
						001-201-637	1	\$71.00
						001-201-637	1	\$142.00
						001-201-637	1	\$71.00
						001-201-637	1	\$71.00
						001-201-550	1	\$230.46



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						001-201-550	1	\$144.51
						001-201-550	1	\$1,792.50
						001-201-550	1	\$354.30
						001-201-550	1	\$293.10
101880	4845	DEEP SOUTH LAND IMPROVEMENT, LLC		1978	Row Bushing B/A 03/17/2025	001-201-600	1	\$7,900.00
				1979	FY25 Cutting COB Mowing B/A 03/17/2025	001-201-600	1	\$32,166.00
101887	2190	ENTERGY		440003572577	1346 W GOVERNMENT ST	001-201-630	1	\$147.89
				440003572578	1379 W Government St	001-201-630	1	\$151.68
				375005390662	605 W GOVERNMENT ST	001-201-630	1	\$147.57
				475004588905	LOUIS WILSON DR & HWY 80	001-201-630	1	\$135.88
				125008309101	HWY 80 AT TRICKHAMBRIDGE RD SIGNAL	001-201-630	1	\$135.59
101891	10308	EZ WHEELS INC	20624	22109	Outer Air Filters	001-201-636	13	\$77.48
101892	860	FLEETCOR TECHNOLOGIES		NP69266542	ACCT #126876- FUEL FOR WEEK 09-29-2025 / 10/05/2025	001-201-525	1	\$147.82
				NP68625490	ACCT #126876- FUEL FOR WEEK 06/16/2025- 06/22/2025	001-201-525	13	\$115.21
101907	3448	JACKSON AIR AND HYDRAULIC INC		83151	VIN#386CAT259D, Repaid Hydraulic Hose	001-201-636	13	\$124.94
101916	693	LEWIS ELECTRIC		M2025-128	SIGNAL REPAIR - HWY 18 @ GRAY DANIELS	001-201-720	1	\$350.00
101931	2377	MURPHY'S LAWN & LANDSCAPE	20630	18784	307 Eastridge Drive	001-201-637	1	\$705.20



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Check#	Vendor#	Vendor Name	PO#	Invoice#	Description	GL Acct#	spickle Acct Per.	Detail Amount
101933	7173	NJ FARMS INC	20629	18783	309 Eastridge Drive	001-201-637	1	\$610.08
			20628	18782	140 Parkside Drive	001-201-637	1	\$865.92
			20406	0130	Corner of Fawnwood Drive & Thorngate Drive replace (2) storm drain	001-201-637	1	\$3,600.00
101945	1141	SOUTHERN PINE ELECTRIC		15457225	Greenfield Orleans	001-201-630	1	\$1,146.43
				15457221	Windsor Ridge	001-201-630	1	\$657.16
				15457222	Street Lights	001-201-630	1	\$6,722.24
				15457223	Clerk Lights	001-201-630	1	\$5,859.16
101953	11832	THE LANDING PLANT & FEED LLC	20632	42938	Pine Straw bales	001-201-637	1	\$369.00
			20632	42923	Pine Straw bales	001-201-637	1	\$184.50
101955	3187	THORNTON CONSTRUCTION CO INC		PAY REQUEST 4 GFP	PAY REQUEST #4 - GRANTS FERRY PKWY SHARED USE PATH	001-201-703		\$390,135.05
101956	3733	TRAVELERS		2432R9178 Oct 25	Commerical Auto Package	001-201-625	1	\$44.39
101964	4808	WAGGONER ENGINEERING, INC.		45026	B/A 08/29/2022 Project# Stormwater	001-201-607	13	\$58,200.00
101968	2500	WASTE MANAGEMENT OF JACKSON		3272777-0078-4	CITY SHOP TRASH REMOVAL	001-201-600	1	\$401.95
Total For Department				001-201				\$695,879.37

Dept# 001-220

101845	10473	AMAZON		1MRV-YP3Y-DWMQ	Fall Festival Supplies	001-220-591	1	\$373.34
				1C7Y-JL36-9LJX	Fall Festival Supplies	001-220-591	1	\$265.90
101952	5602	THE CIRLOT AGENCY, INC		009018	Creative Development	001-220-648	1	\$1,742.50
101957	4669	TRUSTCARE HEALTH, LLC		11394K19538	Drug Screening	001-220-600	13	\$60.00

Report run by: spickle



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Check#	Vendor#	Vendor Name	PO#	Invoice#	Description	GL Acct#	spickle Acct Per.	Detail Amount
101971	1708	WOLVERTON ENTERPRISE INC.	20420	20253841	Physical Business Cards- Cortilius Griffin Zackary Carter	001-220-620	1	\$55.00

Total For Department				001-220				\$2,496.74
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Dept# 001-340

101858	12141	BRAN SFM, LLC		Fund1025	Operating Funding Request-Oct 2025	001-340-600	1	\$176,057.78
101892	860	FLEETCOR TECHNOLOGIES		NP69266542	ACCT #126876- FUEL FOR WEEK 09-29-2025 / 10/05/2025	001-340-525	1	\$299.01
				NP68625490	ACCT #126876- FUEL FOR WEEK 06/16/2025- 06/22/2025	001-340-525	13	\$135.41
101902	575	HOME DEPOT CREDIT SERVICES		029502/9025959	Painted Picnic Tables	001-340-637	1	\$56.03
101956	3733	TRAVELERS		2432R9178 Oct 25	Commerical Auto Package	001-340-625	1	\$83.23

Total For Department				001-340				\$176,631.46
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Dept# 001-342

101853	1873	BENCHMARK ENGINEERING		28053	GFJ Cemeteries 66 Old Brandon	001-342-607	1	\$1,020.00
101855	12360	BLACK FORREST LAWN CARE LLC	19503	4057	Cemetery Mowing & String Trimming-B/A 3/3/2025	001-342-604	1	\$255.00
						001-342-604	1	\$1,080.00
						001-342-604	1	\$1,550.00



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Check#	Vendor#	Vendor Name	PO#	Invoice#	Description	GL Acct#	spickle Acct Per.	Detail Amount
						001-342-604	1	\$255.00
			19503	4058	Cemetery Mowing & String Trimming B/A 3/3/2025	001-342-604	1	\$255.00
						001-342-604	1	\$1,080.00
						001-342-604	1	\$1,550.00
						001-342-604	1	\$255.00
Total For Department				001-342				\$7,300.00
Dept#	001-350							
101867	207	CMRLS		FY24/25 2025BR	T-1 Line at Library	001-350-605	1	\$1,613.48
101882	14231	DELTA UTILITIES AGGREGATOR, LLC		3015580-8--Oct 10, 2025	1475 W GOVERNMENT ST-	001-350-630	1	\$520.72
101889	13383	EXELL/MS BOTTLE WATER-ACCT #023270	18525	375380	LIBRARY- EQUIPMENT RENTAL	001-350-640	1	\$11.00
				374059	5 Gal Drinking Water	001-350-640	1	\$27.61
101919	2416	M&R PROTECTIVE SYSTEMS INC	19233	17140	Annual Fire Alarm Inspection	001-350-600	1	\$250.00
101922	4566	METRO BUILDING SERVICES, INC		62558	A/C Repair	001-350-636	1	\$879.75
101956	3733	TRAVELERS		2432R9178 Oct 25	Commerical Auto Package	001-350-625	1	\$16.65
Total For Department				001-350				\$3,319.21
Dept#	001-351							
101956	3733	TRAVELERS		2432R9178 Oct 25	Commerical Auto Package	001-351-625	1	\$5.55
Total For Department				001-351				\$5.55



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Check#	Vendor#	Vendor Name	PO#	Invoice#	Description	GL Acct#	spickle Acct Per.	Detail Amount
Fund Total				001				\$1,169,042.71



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Check#	Vendor#	Vendor Name	PO#	Invoice#	Description	GL Acct#	spickle Acct Per.	Detail Amount
Dept#	004-500							
101846	10919	AMBIANCE LANDSCAPES, LLC	20575	20294	Pinestraw Mulch AMP	004-500-600	1	\$4,911.56
101851	91	BATTERIES PLUS	20550	P85981677	7-COT10041 light batteries	004-500-636	1	\$69.65
101865	1999	CINTAS CORPORATION NO 210		4245375075	AMPHITEATRE MATS	004-500-535	1	\$302.31
				4246114619	AMPHITEATRE MATS	004-500-535	1	\$302.31
				4233601044	AMPHITEATRE MATS	004-500-510	1	\$302.31
				4216787602	AMPHITEATRE MATS	004-500-535	1	\$325.00
101879	7815	DEEP SOUTH EQUIPMENT COMPANY	20590	J78327	electric pallet jack repairs	004-500-636	1	\$664.35
101886	13574	ENLISTED ASSOC OF THE NAT'L GUARD OF MS		2502	AMP Parking Staff	004-500-600	13	\$4,504.00
101890	786	EXELL/MS BOTTLE WATER-ACCT #029737	18523	376189	AMP-EQUIPMENT RENTAL	004-500-640	1	\$11.00
						004-500-640	1	\$11.00
101892	860	FLEETCOR TECHNOLOGIES		NP69266542	ACCT #126876-FUEL FOR WEEK 09-29-2025 / 10/05/2025	004-500-525	1	\$33.22
				NP68625490	ACCT #126876-FUEL FOR WEEK 06/16/2025-06/22/2025	004-500-525	13	\$36.84
101894	463	FREDERICK'S SALES & SERV.	20697	01-128676	purchase one new 3,200 psi pressure washer	004-500-729	1	\$1,169.99
101896	2420	GREAT SOUTHERN EVENTS INC	20539	11627	Tables and Linens	004-500-640	13	\$321.00
101902	575	HOME DEPOT CREDIT SERVICES		007777/1520117	Wasp Spray	004-500-550	1	\$23.94
						004-500-550	1	(\$0.48)



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Check#	Vendor#	Vendor Name	PO#	Invoice#	Description	GL Acct#	spickle Acct Per.	Detail Amount
				H2907-240010	Paint Parking Lot	004-500-550	1	\$25.76
						004-500-550	1	(\$0.52)
				H2907-239917	Chain Parking Lot AMP	004-500-550	1	\$162.00
						004-500-550	1	(\$3.24)
101918	8051	LORI SCHULER		3154	Event Staff-Data Center	004-500-609	13	\$300.00
				3173	Event Staff Whiskey Myers	004-500-600	13	\$7,896.63
				3174	Event Staff Whiskey Myers	004-500-600	1	\$4,988.34
101919	2416	M&R PROTECTIVE SYSTEMS INC	19233	17140	Annual Fire Alarm Inspection	004-500-600	1	\$425.00
101921	10305	MC TRAILER SALES, LLC	20246	251092	20 foot trailer	004-500-730	1	\$4,602.00
101922	4566	METRO BUILDING SERVICES, INC	20587	62602	A-2 Women's Restroom	004-500-636	1	\$232.20
101923	13239	MIGHTY FRESH LLC	20078	115722	AMP Portable Toilet Rental 10/6/25-11/2/25	004-500-640	1	\$170.00
101924	6168	MIPCO IMPRESSION PRODUCTS, INC.		275631	Amp Copier	004-500-640	1	\$236.80
101926	4590	MS DEPT OF REVENUE		10/06/2025	Trailer VIN 5252	004-500-690	1	\$12.00
101942	4323	SIGNMARK, INC.		390766	Coroplast Sign/Aluminum Protest Sign	004-500-550	13	\$165.00
101946	6085	SOUTHERN TIRE MART, LLC	20467	2600218207	Supplies SVC Call Tires	004-500-636	1	\$458.00
101951	4578	TECHSOURCE SOLUTIONS INC		72049	POS System Agreement-10/25	004-500-600	1	\$6,856.96
				72306	Billed Services Systems Engineer	004-500-600	1	\$1,243.99
			20567	71802	Dell Laptop	004-500-730	1	\$1,550.00
101956	3733	TRAVELERS		2432R9178 Oct 25	Commerical Auto Package	004-500-625	1	\$183.11
101968	2500	WASTE MANAGEMENT OF JACKSON		3272839-0078-2	AMP TRASH REMOVAL	004-500-600	1	\$910.83



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101969	12140	WATKINS WATERPROOFING CO. INC	20385	22684	Caulking---AMP	004-500-636	1	\$900.00
Total For Department				004-500				\$44,302.86
Fund Total				004				\$44,302.86



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Dept#	100-220							
101860	11366	BURGERS & BLUES LLC		000393	INMATE MEALS 10/13/25	100-220-520	1	\$310.00
101865	1999	CINTAS CORPORATION NO 210		4245498304	UNIFORMS	100-220-535	1	\$9.86
				4246180254	UNIFORMS	100-220-535	1	\$9.86
				4244702678	UNIFORMS	100-220-535	13	\$9.86
101874	10569	CROSS COUNTRY GROCERY, INC		1024910	Inmate Meals 10/03/2025	100-220-520	1	\$191.76
101892	860	FLEETCOR TECHNOLOGIES		NP69266542	ACCT #126876- FUEL FOR WEEK 09-29-2025 / 10/05/2025	100-220-525	1	\$230.73
				NP68625490	ACCT #126876- FUEL FOR WEEK 06/16/2025- 06/22/2025	100-220-525	13	\$139.79
101914	10529	K&S TRUCKING LLC		33259	TIRE REPAIR - VIN# 4366	100-220-540	1	\$15.00
				33205	ER TIRE REPLACEMENT - VIN# 4078	100-220-540	1	\$155.00
101930	11299	MSLCP, LLC		527822	Inmate Meals 09/18/2025	100-220-520	1	\$307.70
				527824	Inmate Meals 10/02/2025	100-220-520	1	\$269.88
				527826	Inmate Meals 10/10/2025	100-220-520	1	\$323.05
101937	2583	RAMEY'S		161511	Inmate Meals 09/26/2025	100-220-520	1	\$180.41
				162037	Inmate Meals 10/03/2025	100-220-520	1	\$45.33
				161881	Inmate Meals 10/01/2025	100-220-520	1	\$35.28
				162312	Inmate Meals	100-220-520	1	\$234.42



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					10/06/2025			
				162382	Inmate Meals 10/07/2025	100-220-520	1	\$41.24
				162496	Inmate Meals 10/09/2025	100-220-520	1	\$40.25
				162460	Inmate Meals 10/08/2025	100-220-520	1	\$30.27
				162543	Inmate Meals on 10/10/2025	100-220-520	1	\$57.23
				162836	Inmate Meals 10/14/2025	100-220-520	1	\$33.97
				162784	Inmate Meals 10/13/2025	100-220-520	1	\$32.78
101943	1851	SONIC		109 10/01/2025	Inmate Meals 10/01/2025	100-220-520	1	\$231.07
				115 10-08-2025	Inmate Meal 10/08/2025	100-220-520	1	\$256.86
				133 10/15/25	INMATE MEALS 10/15/25	100-220-520	1	\$230.63
101956	3733	TRAVELERS		2432R9178 Oct 25	Commerical Auto Package	100-220-625	1	\$33.29
101965	8048	WALTER L. HARVEY		10/07/2025	Inmate Meals	100-220-520	1	\$280.00
				10/14/2025	Inmate Meals 10/14/2025	100-220-520	1	\$300.00
Total For Department				100-220				\$4,035.52
Fund Total				100				\$4,035.52



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Check#	Vendor#	Vendor Name	PO#	Invoice#	Description	GL Acct#	spickle Acct Per.	Detail Amount
Dept#		314-600						
101853	1873	BENCHMARK ENGINEERING		28030	HB603 Kennedy Farm Sidewalk	314-600-718	1	\$3,391.14
				28031	HB603 2024 Overlay Project	314-600-718	1	\$330.00
				28032	HB603 Grants Ferry PKWY Four Lane	314-600-718	1	\$19,579.25
				28033	HB603 Glen Arbor Storm Drain	314-600-718	1	\$615.00
				28035	SB2948 Dining St & Poindexter Parking Lot	314-600-717	1	\$477.50
				28044	SRLF & 592 Grant GFR/Strafford Water Well	314-600-701	1	\$2,781.25
				28045	HB603 HWY 18/Distotell Blvd turn lane	314-600-718	1	\$12,673.75
				28048	SB2948 Sidewalk Imp Burgers and Blues	314-600-717	1	\$6,517.50
				28060	SRLF & 592 Grant Cornerstone Water Well	314-600-701	1	\$1,487.50
				28061	HB603 Tambeline Road Ext	314-600-718	1	\$4,252.50
				28062	MDEQ MCW1 Tank to Commons	314-600-713	1	\$5,973.75
				28063	MDEQ MCW1 Lance Dr-Martin Rd-Easthaven Sub	314-600-712	1	\$2,240.00
101897	4297	GRINER DRILLING SERVICE, INC		PAY REQUEST #4	PAY REQUEST #4 - CORNERSTONE WATER WELL PROJECT	314-600-701	13	\$598,196.00



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Check#	Vendor#	Vendor Name	PO#	Invoice#	Description	GL Acct#	spickle Acct Per.	Detail Amount
101932	894	NEEL-SCHAFFER, INC.		1110281	PD Services for Sept 2025	314-600-720	1	\$3,955.00
Total For Department				314-600				\$662,470.14
Fund Total				314				\$662,470.14



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Check#	Vendor#	Vendor Name	PO#	Invoice#	Description	GL Acct#	spickle Acct Per.	Detail Amount
Dept# 400-450								
101927	792	MS DEVELOPMENT AUTHORITY		50717-Oct 2025	GMS 50717	400-450-892		\$3,437.68
						400-450-851		\$609.39
101928	792	MS DEVELOPMENT AUTHORITY		50794-Oct 25	GMS 50794 CAP Loan #16-CP-01 Luckney	400-450-892		\$1,959.84
						400-450-851		\$813.15
Total For Department				400-450				\$6,820.06
Dept# 400-670								
101845	10473	AMAZON	20474	1NGT-33QF-4GP1	Wireless Keyboard & Mouse	400-670-500	1	\$139.96
101872	2442	CORE & MAIN, LP		X415202-Reprint	Monthly Agree + Labor-Reprint Ck # 101178 for fraud of ck	400-670-604	1	\$15,267.34
101904	10929	INSIGHT PUBLIC SECTOR, INC.	20618	1101317512	Adobe Acrobat Pro license	400-670-600	1	\$215.93
101908	623	JACKSON PAPER COMPANY	20350	1425925	copy paper order	400-670-500	13	\$183.00
101924	6168	MIPCO IMPRESSION PRODUCTS, INC.		275620	Public Works Copier	400-670-640	1	\$370.51
101951	4578	TECHSOURCE SOLUTIONS INC	20604	71803	Dell Desktop	400-670-729	1	\$950.00
			20402	71800	New Laptop, iPad (w/ pencil & case) & Monitors	400-670-729	1	\$1,150.00
						400-670-729	1	\$1,299.00
						400-670-729	1	\$115.00
						400-670-729	1	\$110.00
						400-670-729	1	\$398.00
						400-670-729	1	\$1,675.00
			72268		Billed Services	400-670-604	1	\$540.00



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Check#	Vendor#	Vendor Name	PO#	Invoice#	Description	GL Acct#	spickle Acct Per.	Detail Amount
					Systems Engineer			
			20577	72269	Printer for Alex Wade	400-670-729	1	\$1,100.00
						400-670-729	1	\$98.00
101956	3733	TRAVELERS		2432R9178 Oct 25	Commerical Auto Package	400-670-625	1	\$5.55
101971	1708	WOLVERTON ENTERPRISE INC.	20650	20253915	White Window Envelopes Indicia Oct	400-670-620	1	\$1,200.00
Total For Department				400-670				\$24,817.29
Dept#	400-673							
101844	12016	ALLIED UNIVERSAL CORPORATION	18650	I3049983	Chlorine	400-673-515	13	\$4,140.00
101853	1873	BENCHMARK ENGINEERING		28034	WSOM GIS Mapping	400-673-607	1	\$1,740.00
				28037	WSOM Hydraulic Model	400-673-607	1	\$387.50
				28040	WSOM COB Mapping	400-673-607	1	\$360.00
				28042	WSOM Assist COB located water & sewer lines	400-673-607	1	\$13,095.00
				28043	WSOM Waterline W Sunset-College St-Jasper St	400-673-607	1	\$9,566.70
				28052	WSOM 2025 EDA Grant	400-673-607	1	\$1,240.00
				28058	WSOM Rankin First A Vaio Water	400-673-607	1	\$1,237.50
				28059	General Services	400-673-607	1	\$1,315.00
101865	1999	CINTAS CORPORATION NO 210		4245498304	UNIFORMS	400-673-535	1	\$4.51
						400-673-535	1	\$12.30
				4246180254	UNIFORMS	400-673-535	1	\$4.51
						400-673-535	1	\$12.30



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				4244702678	UNIFORMS	400-673-535	13	\$4.51
						400-673-535	13	\$12.30
101871	274	CONSOLIDATED PIPE & SUPPLY CO., INC.	20578	MS00413567	Hydrant Meters	400-673-637	1	\$3,500.00
			20510	MS00413378	Mueller Hymax	400-673-550	13	\$445.00
						400-673-550	13	\$490.00
						400-673-550	13	\$830.00
						400-673-550	13	\$280.00
						400-673-550	13	\$938.00
						400-673-550	13	\$754.00
						400-673-550	13	\$650.00
101872	2442	CORE & MAIN, LP		X339172-Reprint	Meter Box--Reprint Ck # 101178 for fraud of ck	400-673-550	1	\$1,008.00
101873	134	CORPORATE BILLING, LLC		276376	DIAGNOSTIC FEE - VIN# 5849	400-673-635	1	\$200.00
101887	2190	ENTERGY		290006627348	311 Old Lakeland Dr Water Tank	400-673-630	1	\$48.63
101888	13384	EXELL/MS BOTTLE WATER-ACCT #018566	18524	375272	SHOP-EQUIPMENT RENTAL	400-673-640	1	\$11.00
				374074	5 Gal Drinking Water	400-673-640	1	\$48.51
101892	860	FLEETCOR TECHNOLOGIES		NP69266542	ACCT #126876- FUEL FOR WEEK 09-29-2025 / 10/05/2025	400-673-525	1	\$997.10
				NP68625490	ACCT #126876- FUEL FOR WEEK 06/16/2025- 06/22/2025	400-673-525	13	\$1,050.92
101894	463	FREDERICK'S SALES & SERV.	20623	01-128310	VIN #6664 Exmark Zero Turn Mower	400-673-636	1	\$2.98
						400-673-636	1	\$59.97
						400-673-636	1	\$13.19
						400-673-636	1	\$317.99
101895	144	GILMORE BROS BUILDING SUPPLY	20607	155449	17oz Inv Mark C/blue	400-673-550	1	\$251.64



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			20622	155216	Measuring tape for Oley Smith	400-673-550	13	\$46.99
101910	14594	Jose Serra Construction LLC		PAY REQUEST #1	PAY REQUEST #1 - W. SUNSET DR. WATERLINE REPLACEMENT PROJECT	400-673-720	13	\$70,743.84
101914	10529	K&S TRUCKING LLC	20371	32250	replace Qty: 6 tires (2 front, 4 rear)	400-673-635	13	\$1,110.00
101915	3889	LEC INC.		103575-3A	Wireless Pressure Monitors 07-01- 25/06-30-26	400-673-605	13	\$672.00
				106689	WO# 60043, Chamber Well	400-673-637	13	\$861.70
101924	6168	MIPCO IMPRESSION PRODUCTS, INC.		275621	Shop Copier	400-673-640	1	\$202.20
101931	2377	MURPHY'S LAWN & LANDSCAPE	20606	18780	84 Woodbridge Cove	400-673-637	1	\$390.32
101933	7173	NJ FARMS INC	20615	0131	406 Lakebend Place repair following water repair	400-673-637	1	\$225.00
			20614	0009	310 Wild Cedar Place curb/gutter repair following water leak	400-673-637	1	\$600.00
			20398	0129	310 Lakebend Drive repair due to water repair	400-673-637	1	\$600.00
101935	3565	POLLCHAPS LLC	20511	25718	T-Shirts for Public Works Department	400-673-535	13	\$1,500.00
						400-673-535	13	\$1,425.00
101945	1141	SOUTHERN PINE ELECTRIC		15457227	11 Crosswoods Rd New Lakebend Water Well	400-673-630	1	\$5,007.78
101946	6085	SOUTHERN TIRE MART, LLC	20658	2600221897	Tires for Truck	400-673-540	1	\$537.45
101956	3733	TRAVELERS		2432R9178 Oct 25	Commerical Auto Package	400-673-625	1	\$49.94
101957	4669	TRUSTCARE HEALTH, LLC		11394K19538	Drug Screening	400-673-600	13	\$60.00

Report run by: spickle



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				11674K19538	Physical Drug Screening Physical	400-673-600	1	\$100.00
101962	9512	VERMEER MIDSOUTH, INC	20446	00358680	Rent Brush Chipper	400-673-640	1	\$1,500.00
101966	1292	WARING OIL CO.	18577	458885	Diesel for tank at City Shop	400-673-525	13	\$1,486.03
			18577	465358	Diesel	400-673-525	13	\$1,069.24
101967	4342	WARREN PAVING, INC	20579	114173	610 Slag - 95 Tons	400-673-550	1	\$4,947.08
Total For Department				400-673				\$138,163.63

Dept# 400-680

101848	3714	AMERICAN SUPPLY COMPANY	20374	0275674-IN	discharge hose assembly to use with grinder pumps and smaller lift stations	400-680-636	1	\$2,082.00
101853	1873	BENCHMARK ENGINEERING		28041	WSOM HWY 18 water and sewer lines design	400-680-607	1	\$310.00
				28046	WSOM Danbar/Lakel and Sewer	400-680-607	1	\$1,700.00
				28055	WSOM Richland Creek Pump Station	400-680-607	1	\$310.00
				28056	WSOM Hwy 80/KCS Rail Road Bridge Sewer	400-680-607	1	\$675.00
				28059	General Services	400-680-607	1	\$185.00
101854	2948	BISHOP'S HIGH VELOCITY DRAIN SERVICE, INC.		27704	WO# 59895, Jetted Sewer line due to backup	400-680-604	13	\$720.00
101865	1999	CINTAS CORPORATION NO 210		4245498304	UNIFORMS	400-680-535	1	\$5.73
						400-680-535	1	\$7.60
				4246180254	UNIFORMS	400-680-535	1	\$5.73
						400-680-535	1	\$7.60



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				4244702678	UNIFORMS	400-680-535	13	\$5.73
						400-680-535	13	\$7.60
101871	274	CONSOLIDATED PIPE & SUPPLY CO., INC.	20284	MS00413601	Manhole Risers Ring & Green Dye Tablets	400-680-550	1	\$720.00
						400-680-550	1	\$1,360.00
						400-680-550	1	\$310.00
			20631	MS00413525	Coupling Clay Sewer Pipe	400-680-637	1	\$130.00
						400-680-637	1	\$546.00
101875	4870	CROW BURLINGAME CO.	20603	60060013813	Freon & hose, Compressor Kit, filter dryer & flush	400-680-635	13	\$70.00
						400-680-635	13	\$37.00
						400-680-635	13	\$527.00
						400-680-635	13	\$6.00
			20627	60060014036	air filter	400-680-635	13	\$20.00
101884	6903	EAGLE PIPE AND SUPPLY, LLC		75486	WO# 59895, 207 West Jasper St	400-680-637	13	\$430.26
101887	2190	ENTERGY		425004864309	476 EDGEWOOD XING PLE A LIFT	400-680-630	1	\$66.15
101891	10308	EZ WHEELS INC	20624	22109	Outer Air Filters	400-680-636	13	\$77.12
101892	860	FLEETCOR TECHNOLOGIES		NP69266542	ACCT #126876- FUEL FOR WEEK 09-29-2025 / 10/05/2025	400-680-525	1	\$505.58
				NP68625490	ACCT #126876- FUEL FOR WEEK 06/16/2025- 06/22/2025	400-680-525	13	\$447.69
101898	5991	HARVEY SERVICES INC		7874	WO# 59994 WINDCHASE LIFT STATION PUMP 1 CLOGGED	400-680-636	1	\$1,410.00
				7879	WO# 60055 RICHLAND CREEK LS REPLACE	400-680-636	1	\$2,495.00



City of Brandon
Check Register by Department for Checks Dated 10/21/2025

Check Run #: 13005

Check#	Vendor#	Vendor Name	PO#	Invoice#	Description	GL Acct#	spickle Acct Per.	Detail Amount
				7880	FLOATS & CONTROL BOARDS WO# 60058 3059 LOUIS WILSON DR REPLACED GRINDER PUMP (CHAMPION)	400-680-636	1	\$750.00
101903	1386	HYDRA SERVICES		192195	WO# 59895, 207 West Jasper	400-680-640	13	\$2,041.50
101909	2743	JEFCOAT FENCE CO INC	20025	F13094	Disposed Installed Fence at Lift Station	400-680-637	1	\$5,417.00
101915	3889	LEC INC.		103096-3A	Jasmine Cove Lift Station 07-01- 25/06-30-26	400-680-605	13	\$399.12
				103103-3A	Richland Creek Lift Station 07-01-25/06- 30-26	400-680-605	13	\$399.12
101931	2377	MURPHY'S LAWN & LANDSCAPE	20605	18781	45 Sagewood Drive	400-680-637	1	\$708.48
101933	7173	NJ FARMS INC	20617	0128	64 Terrapin Drive repair following sewer repairs	400-680-637	1	\$5,625.00
101945	1141	SOUTHERN PINE ELECTRIC		15457226	Hwy 18 Pass Lift Station	400-680-630	1	\$433.83
				15457224	Hwy 468 Lift Station	400-680-630	1	\$606.96
101956	3733	TRAVELERS		2432R9178 Oct 25	Commerical Auto Package	400-680-625	1	\$22.20
Total For Department				400-680				\$31,583.00
Fund Total				400				\$201,383.98



City of Brandon
Check Register by Department for Checks Dated 10/21/2025

Check Run #: 13005

Check#	Vendor#	Vendor Name	PO#	Invoice#	Description	GL Acct#	spickle Acct Per.	Detail Amount
Grand Total								\$2,081,235.21



City of Brandon

Manual Check Batch #: 5609

Fiscal Year 2024 - 2025 1 - Oct

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 # 2822	Check Date: 10/1/2025							
9846	LIVE NATION WORLDWIDE INC		BA092025	10/1/2025	10/9/2025	\$2,968.37	100	
004-500-600	PROF SERVICES - OTHER	N			\$0.00	\$2,968.37	Music License Fees -	
							Whiskey Myers	
				Invoice Total	\$0.00	\$2,968.37		
				Total for Check # 2822	\$0.00	\$2,968.37		
Check # 2824	Check Date: 10/9/2025							
9846	LIVE NATION WORLDWIDE INC		10092025	10/9/2025	10/9/2025	\$2,000.00	100	
004-500-600	PROF SERVICES - OTHER	N			\$0.00	\$2,000.00	Sponsor Sales	
							Commission for FY	
							2025 - CSpire	
				Invoice Total	\$0.00	\$2,000.00		
				Total for Check # 2824	\$0.00	\$2,000.00		
Total for fund			004		\$0.00	\$4,968.37		
Total for batch			5609		\$0.00	\$4,968.37		



City of Brandon

Manual Check Batch #: 5610

Fiscal Year 2025 - 2026 1 - Oct

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 # 2825	Check Date: 10/16/2025							
12430	REBECCA EVANS		717	10/16/2025	10/16/2025	\$4,996.80		100
004-500-609	VIP AREA	N	NEC			\$0.00	\$4,996.80	CBC Catering - Zach Top
Invoice Total						\$0.00	\$4,996.80	
Total for Check # 2825						\$0.00	\$4,996.80	
Check # 2826	Check Date: 10/18/2025							
12430	REBECCA EVANS		567	10/18/2025	10/16/2025	\$4,996.80		100
004-500-609	VIP AREA	N	NEC			\$0.00	\$4,996.80	CBC Catering - T-Pain
Invoice Total						\$0.00	\$4,996.80	
Total for Check # 2826						\$0.00	\$4,996.80	
Check # 2827	Check Date: 10/16/2025							
14595	Maddox Batson Touring, LLC		10162025	10/16/2025	10/16/2025	\$12,500.00		100
004-500-603	ARTIST AGREEMENT	N				\$0.00	\$12,500.00	Deposit - Maddox Batson
Invoice Total						\$0.00	\$12,500.00	
Total for Check # 2827						\$0.00	\$12,500.00	
Check # 2828	Check Date: 10/16/2025							
2574	CITY OF BRANDON		10162025	10/16/2025	10/16/2025	\$11,000.00		100
004-500-603	ARTIST AGREEMENT	N				\$0.00	\$7,500.00	Cash Request - Artist Payment - Earthgang (T-Pain support)
004-500-603	ARTIST AGREEMENT	N				\$0.00	\$2,500.00	Cash Request - Artist Payment - Armani White (T-Pain support)
004-500-600	PROF SERVICES - OTHER	N				\$0.00	\$1,000.00	Cash Request - After Show Food - T-Pain
Invoice Total						\$0.00	\$11,000.00	
Total for Check # 2828						\$0.00	\$11,000.00	

Total for fund	004	\$0.00	\$33,493.60
Total for batch	5610	\$0.00	\$33,493.60



City of Brandon

Manual Check Batch #: 5611

Fiscal Year 2024 - 2025 13 - Post Closing

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 # 101809	Check Date: 10/15/2025							
8051	LORI SCHULER		3169 REISSUE	10/15/2025	10/16/2025	\$5,771.15	100	
004-500-600	PROF SERVICES - OTHER	N			\$0.00	\$5,771.15	EVENT STAFF/HARDY	
Invoice Total					\$0.00	\$5,771.15		
8051	LORI SCHULER		3168 REISSUE	10/15/2025	10/16/2025	\$9,218.33	200	
004-500-600	PROF SERVICES - OTHER	N			\$0.00	\$9,218.33	SECURITY STAFF/HARDY	
Invoice Total					\$0.00	\$9,218.33		
Total for Check # 101809					\$0.00	\$14,989.48		

Total for fund 004 \$0.00 \$14,989.48

Total for batch 5611 \$0.00 \$14,989.48



City of Brandon

Manual Check Batch #: 5612

Fiscal Year 2025 - 2026 1 - Oct

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 # 10104	Check Date: 10/14/2025						
1266	U. S. POST OFFICE		674686325	10/14/2025	10/16/2025	\$8,668.14	100
400-670-691	POSTAGE	N			\$0.00	\$8,668.14	Postage Oct 2025
							Water Bills
				Invoice Total		\$0.00	\$8,668.14
				Total for Check # 10104		\$0.00	\$8,668.14

10/20/2025

Invoice Date	Date Released	Check Seq. #	Invoice Amount	Disbursed	Expenditure Description
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CURRENT BALANCE OF HEALTH INSURANCE ACCOUNT

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: ALEX WADE, PUBLIC WORKS DIRECTOR
BOARD AGENDA: OCTOBER 6, 2025
SUBJECT: NORTH STREET WATER WELL
EMERGENCY ELECTRICAL REPAIRS

Asking for your consideration to declare an emergency the electrical repairs to the North Street Water Well, approve invoice #849276 in the amount of \$5,000.00 from Bunch Electrical, LLC, and authorize payment of the same.

In August 2025, the North Street Water Well began having electrical issues. Bunch Electrical, LLC was contacted by the City of Brandon for further investigation. It was determined that the well breaker needed to be replaced. Bunch Electrical, LLC replaced the well breaker on 8/21/2025.

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

ATTACHMENTS:

- Bunch Electrical, LLC – invoice #: 849276 - \$5,000.00

GL Code: 400-673-636

Funding: WSOM

Invoice

849276

SOLD TO City of Brandon		SHIP TO Bunch Electrical LLC	
ADDRESS PO Box 1539		ADDRESS 124 Silverado Trail	
CITY, STATE, ZIP Brandon MS 39043-1539		CITY, STATE, ZIP Brandon MS 39047	
CUSTOMER ORDER NO. Perry Arbs Water Expansion	SOLD BY Wee	TERMS	F.O.B.
		DATE 9-3-25	

ORDERED	SHIPPED	DESCRIPTION	PRICE	UNIT	AMOUNT
		North Street Water Well			
		Got Call came out checked on why			
		Breaker keeps tripping there is a problem			
		with Breaker. So found and ordered			
		new one got old one out replaced			
		with new one all back working			
		Breaker			\$ 4500 00
		Labor			\$ 500 00
					\$5000 00

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 electrical repair to the North Street Water Well due to failure in the electrical

breaker

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
Bunch Electrical, LLC)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 22 day of September, 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: ALEX WADE, PUBLIC WORKS DIRECTOR
BOARD AGENDA: OCTOBER 20, 2025
SUBJECT: WEST SUNSET DRIVE WATERLINE REPLACEMENT PROJECT
PAY REQUEST 1

Asking for your consideration to approve Pay Request 1 in the amount of \$70,743.84 from Jose Serra Construction, LLC for the West Sunset Drive Waterline Replacement Project and authorize payment of the same.

On July 21, 2025, the Board awarded the bid to Jose Serra Construction, LLC as the lowest and best bid received for the West Sunset Drive Waterline Replacement Project.

The West Sunset Drive Waterline Replacement Project will allow for the replacement of the existing waterline along West Sunset Drive from South College Street to the Overby Street area.

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

ATTACHMENTS:

- Benchmark Engineering Recommendation Letter
- Pay Request 1

GL Code: 400-673-720

Funding: WSOM

October 14, 2025

Mr. Alex Wade
Public Works Director
City of Brandon
1000 Municipal Dr.
Brandon, MS 39042

RE: City of Brandon
West Sunset Drive Water Line Project
Benchmark Project No.: B-11423
Pay Request #1

Dear Mr. Wade,

Please find included in this packet all documentation and paperwork necessary for approval of Pay Request #1 for construction services for the West Sunset Drive Water Line Project for Jose Serra Construction LLC, in the amount of \$70,743.84.

We have reviewed this pay request and recommend this be submitted to the Board for their approval.

Should you have any questions or need additional information, please do not hesitate to contact our office at 601-627-7780.

Sincerely,

Brady T. Knight

Brady Knight
Benchmark Engineering & Surveying, LLC

cc: Matthew Miller, P.E., P.L.S. (Benchmark)
Carly Dearman (City of Brandon)
File: B-11423

Jose Serra Construction, LLC

7094 Upper Road, Clinton, LA

PROJECT : **City of Brandon - West Sunset Drive Waterline**

PROJ. NO.: **B-11423**

				Original Contract Amt.			PAY REQUEST #1 - PAY PERIOD 9/8/25 - 10/9/25					
ITEM #	DESCRIPTION	QTY.	UNIT	UNIT PRICE	SUBTOTAL	QUANTITY THIS PAY PERIOD	CURRENT COST	QUANTITY TO DATE	QUANTITY REMAINING	TOTAL COST TO DATE	TOTAL COST TO COMPLETE	% COMPLETE
1	MOBILIZATION	1	LS	\$ 5,000.00	\$ 5,000.00	1.00	\$ 5,000.00	1.00	-	\$ 5,000.00	\$ -	100.0%
2	MAINTENANCE OF TRAFFIC	1	LS	\$ 5,000.00	\$ 5,000.00	1.00	\$ 5,000.00	1.00	-	\$ 5,000.00	\$ -	100.0%
3	REMOVAL OF ASPHALT RAODWAY AND DRIVEWAY (ALL DEPTHS) (INCLUDES SAWCUTTTING)	50	SY	\$ 10.00	\$ 500.00	-	\$ -	-	50.00	\$ -	\$ 500.00	0.0%
4	SELECT BORROW EXCAVATION, FM, AH	60	CY	\$ 25.00	\$ 1,500.00	-	\$ -	-	60.00	\$ -	\$ 1,500.00	0.0%
5	EXCESS EXCAVATION, FM, AH, HAULED OFF SITE	60	CY	\$ 25.00	\$ 1,500.00	-	\$ -	-	60.00	\$ -	\$ 1,500.00	0.0%
6	CONNECTION TO EXISTING WATER MAIN	2	EA	\$ 1,588.00	\$ 3,176.00	1.00	\$ 1,588.00	1.00	1.00	\$ 1,588.00	\$ 1,588.00	50.0%
7	10" C-900 WATER MAIN (OPEN CUT)	890	LF	\$ 60.00	\$ 53,400.00	783.00	\$ 46,980.00	783.00	107.00	\$ 46,980.00	\$ 6,420.00	88.0%
8	10" C-900 UNENCASED BORE (INCLUDING SLEEVES)	65	LF	\$ 100.00	\$ 6,500.00	70.00	\$ 7,000.00	70.00	(5.00)	\$ 7,000.00	\$ (500.00)	107.7%
9	3/4" POLY SERVICE LINE (OPEN CUT)	65	LF	\$ 35.00	\$ 2,275.00	-	\$ -	-	65.00	\$ -	\$ 2,275.00	0.0%
10	3/4" POLY SERVICE LINE w/ 1-1/2" POLY CASING (DIRECTIONAL BORE)	80	LF	\$ 55.00	\$ 4,400.00	-	\$ -	-	80.00	\$ -	\$ 4,400.00	0.0%
11	CONNECTION TO EXISTING WATER METER	8	EA	\$ 1,000.00	\$ 8,000.00	-	\$ -	-	8.00	\$ -	\$ 8,000.00	0.0%
12	RELOCATE AND RECONNECT EXISTING METER	1	EA	\$ 1,000.00	\$ 1,000.00	-	\$ -	-	1.00	\$ -	\$ 1,000.00	0.0%
13	FIRE HYDRANT ASSEMBLY	2	EA	\$ 8,142.40	\$ 16,284.80	-	\$ -	-	2.00	\$ -	\$ 16,284.80	0.0%
14	10" GATE VALVE	3	EA	\$ 4,449.60	\$ 13,348.80	2.00	\$ 8,899.20	2.00	1.00	\$ 8,899.20	\$ 4,449.60	66.7%
15	DUCTILE IRON FITTINGS	600	LB	\$ 15.00	\$ 9,000.00	-	\$ -	-	600.00	\$ -	\$ 9,000.00	0.0%
16	CAP EXISTING WATER MAIN	3	EA	\$ 500.00	\$ 1,500.00	-	\$ -	-	3.00	\$ -	\$ 1,500.00	0.0%
17	9.5MM, HOT MIX ASPHALT (HMA)	20	TON	\$ 200.00	\$ 4,000.00	-	\$ -	-	20.00	\$ -	\$ 4,000.00	0.0%
18	PERMANENT GRASSING (SEEDING)	1.0	AC	\$ 3,000.00	\$ 3,000.00	-	\$ -	-	1.00	\$ -	\$ 3,000.00	0.0%
19	SOLID SODDING	1000	SY	\$ 6.00	\$ 6,000.00	-	\$ -	-	1,000.00	\$ -	\$ 6,000.00	0.0%
20	610 CRUSHED LIMESTONE	40	TON	\$ 100.00	\$ 4,000.00	-	\$ -	-	40.00	\$ -	\$ 4,000.00	0.0%
21	Remove and Replace Existing Inlet (Includes Grate)	1	EA	\$ 6,000.00	\$ 6,000.00	-	\$ -	-	1.00	\$ -	\$ 6,000.00	0.0%
				CONTRACT TOTAL	\$ 155,384.60		\$ 74,467.20			\$ 74,467.20	\$ 74,917.40	47.92%

THE UNDERSIGNED CONTRACTOR CERTIFIES THAT TO THE BEST OF THE CONTRACTOR'S KNOWLEDGE, INFORMATION, AND BELIEF, THE WORK COVERED BY THIS APPLICATION FOR PAYMENT HAS BEEN COMPLETED IN ACCORDANCE WITH THE PLANS AND CONTRACT DOCUMENTS.

CONTRACTOR: Jose Serra Construction, LLC

SIGNED: 

Date: 10/13:25

PRINT: Jose Serra

ENGINEER CERTIFIES THAT PAY ITEMS REQUESTED FOR PAYMENT HAVE BEEN REVIEWED IN THE FIELD AND THE REQUEST APPEARS TO BE ACCURATE TO THE WORK THAT HAS BEEN PERFORMED UP UNTIL THE PAY PERIOD END DATE.

SIGNED: Brady T. Knight

Date: 10/14/2025

PRINT: Brady Knight (Benchmark Engineering & Surveying, LLC)

Owner APPROVAL OF THIS PAY REQUEST

SIGNED:

Date:

PRINT:

ORIGINAL CONTRACT PRICE	\$ 155,384.60		
NET CHANGE BY CHANGE ORDERS	\$ -		
CURRENT CONTRACT PRICE	\$ 155,384.60	TOTAL CONTRACT TIME (DAYS) =	60
COST OF ORIGINAL CONTRACT WORK PERFORMED TO DATE:	\$ 74,467.20		
EXTRA WORK PERFORMED TO DATE:	\$ -	TOTAL DAYS IN THIS PAY PERIOD =	32
COST OF TOTAL WORK PERFORMED TO DATE:	\$ 74,467.20		
STORED MATERIALS:	\$ -	TOTAL DAYS =	32
SUBTOTAL:	\$ 74,467.20	TOTAL CONTRACT TIME USED =	53%
LESS RETAINAGE	\$ 3,723.36 5% contract		
SUBTOTAL LESS RETAINAGE:	\$ 70,743.84	% BILLED =	47.92%
LESS PREVIOUS PAYMENTS AND AMOUNTS DUE FROM PREVIOUS:	\$ -		
FUEL ADJUSTMENT	\$ -		
BALANCE DUE THIS PAYMENT:	\$ 70,743.84		
BALANCE TO FINISH:	\$ 84,640.76		



MEMORANDUM

TO: HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN
FROM: ALEX WADE, PUBLIC WORKS DIRECTOR
BOARD AGENDA: OCTOBER 20, 2025
SUBJECT: GRANTS FERRY PARKWAY SHARED USE PATH LPA PROJECT
PROJECT #: STP-0013-00(055)LPA109422/701000
PAY REQUEST 4

Asking for your consideration to approve Pay Request 4 in the amount of \$390,135.05 from Thornton Construction Company for the Grants Ferry Parkway Shared Use Path LPA Project and authorize payment of the same.

On April 7, 2025, the Board awarded the bid to Thornton Construction Company for the Grants Ferry Parkway Share Use Path LPA Project. This project will allow for a new multi-use path to be constructed along Grants Ferry Parkway. This project is an MDOT LPA project and final award of the bid will be contingent upon MDOT's concurrence of the award.

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

ATTACHMENTS:

- Benchmark Engineering Recommendation Letter
- Thornton Construction Company Pay Request 4

GL Code: 001-201-703

Funding: MPO

October 14th, 2025

Mr. Alex Wade
Public Works Director
City of Brandon
1000 Municipal Drive
Brandon, MS 39042

RE: City of Brandon
Grants Ferry Parkway Shared Use Path (From MS 471 to Cornerstone Dr.)
Project # STP-0013-00(055) LPA/109422-701000
B-9950/B-11576
Pay Request #4

Mr. Wade:

Please find included in this packet all documentation and paperwork necessary for approval of Pay Request No. 4 regarding construction services for the City of Brandon Grants Ferry Parkway Shared Use Path from MS 471 to Cornerstone Dr. for Thornton Construction Co., Inc. in the amount of **\$390,135.05**.

We have reviewed this pay request(s) and recommend this be submitted to the Board for their approval. Once approved, we will submit a request for reimbursement as soon as possible.

Should you have any questions or need additional information, please do not hesitate to contact our office at 601-627-7787.

Sincerely,



Lon Burt, P.E.
Project Manager
Benchmark Engineering & Surveying, LLC

cc: Carly Dearman (City of Brandon)
Matthew Miller, P.E., P.L.S. (Benchmark)
Mary Ann Hess (City of Brandon)
Rebecca Pevey (City of Brandon)
File: B-9950/B-11576

Brandon | 601.591.1077

Flowood | 601.627.7780

Madison | 769.289.0031

Est. 2004

LPA-001 v 1.2.0

MISSISSIPPI DEPARTMENT OF TRANSPORTATION

STP-0013-00(055)/109422701

Revised Apr. 02, 2009

Contractor's Estimate - Recap Sheet

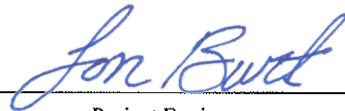
Printed: 10/12/2025 02:02 pm

Vendor Number	3100024322 0	Completion Date	00/00/0000
Contract ID	LSTP001300055	Time Units / Days to be Allowed	105.00
In Account With	City of Brandon PO Box 1539, Brandon, MS. 39043		
FMS Contract Number	OG00001539		
Estimate Number	0004 PROGRESS	Period	09/01/2025 Thru 09/30/2025
Project County: RANKIN (61)	Current Period	Previous Estimate	Total Allowed to Date
Project Number: 109422701000 [STP-0013-00(055)/109422701]			
Total Cost (Participating)	\$390,135.05	\$547,918.20	\$938,053.25
Total Cost	\$390,135.05	\$547,918.20	\$938,053.25
Project Total	\$390,135.05	\$547,918.20	\$938,053.25
% Matching Funds Deduction for LPA 25.00000 %	(\$97,533.76)	(\$136,979.55)	(\$234,513.31)
Total Net Amount Owed to LPA	\$292,601.29	\$410,938.65	\$703,539.94
Total Contract Net Work Due	\$292,601.29	\$410,938.65	\$703,539.94
Time Units / Days Used	20.000000	35.000000	55.000000
Contract % Complete (Dollars)	24.71 %	34.71 %	59.42 %
Contract % Elapsed Time	19.050000%	33.330000%	52.380000 %

Quantities Checked

Original Signed

Burt, Lon (15-10)



Project Engineer

LPA Official:

Approved:

Chief Engineer by

Original Signed

Mitchell Young, P.E.

LPA Engineer

Completion Date: 00/00/0000

Calendar Days to be Allowed: 105.00

Total Contract Bid Amount: \$1,533,103.75

Total Contract Current Amount: \$1,578,689.23

Productive Days to be Allowed: 105.000000

Total Productive Days Assessed: 55.000000

Contract % Elapsed Time (Productive Days): 52.380000 %

Progress of Project: 7.040000 %

CAD002 v 1.7

MISSISSIPPI DEPARTMENT OF TRANSPORTATION

STP-0013-00(055)/109422701

Revised Oct. 10, 2008

Contractor's Estimate - Detail Sheet

Printed: 10/12/2025

Vendor Number			3100024322 0				Date Let		03/14/2025		MPC	Not Found
Contract ID			LSTP001300055				Award Date		04/25/2025			
In Account With			City of Brandon PO Box 1539, Brandon, MS. 39043									
Surety			Default Surety For LPA Contract									
FMS CC Number			OG00001539									
Estimate Number			0004 PROGRESS				Period		09/01/2025 Thru 09/30/2025			
Project Number			109422701000 STP-0013-00(055)/109422701 RANKIN (61)						Category		Roadway	
	Line No	Item Number	AC	Item	Total Quantities			Unit	Unit Price	Amount		
					Contract Qty	Current	Allowed-to-Date			Current	Allowed-to-Date	
1	0010	202-B240		Removal of Traffic Stripe	48.000	0.000	0.000	LF	12.50	0.00	0.00	
1	0020	203-A001	E	Unclassified Excavation, FM, AH	2,000.000	0.000	311.000	CY	16.30	0.00	5,069.30	
1	0030	203-EX041	E	Borrow Excavation, AH, LVM, Class B9-6	850.000	0.000	67.000	CY	21.50	0.00	1,440.50	
1	0040	203-G002	E	Excess Excavation, LVM, AH	1,225.000	330.000	682.000	CY	15.00	4,950.00	10,230.00	
1	0050	203-I002		Site Grading	834.000	0.000	0.000	SY	4.50	0.00	0.00	
1	0060	211-B001	E	Topsoil for Slope Treatment, Contractor Furnished	524.000	242.000	422.000	CY	37.50	9,075.00	15,825.00	
1	0070	211-C001	E	Topsoil for Plant Holes, Contractor Furnished	10.000	0.000	0.000	CY	125.00	0.00	0.00	
1	0080	216-B001		Solid Sodding, Bermuda	6,398.000	2,520.000	3,980.000	SY	7.50	18,900.00	29,850.00	
1	0090	219-A001		Watering	128.000	0.000	0.000	KGAL	20.00	0.00	0.00	
1	0100	225-A001		Grassing	1.000	0.500	1.000	ACRE	1,500.00	750.00	1,500.00	
1	0110	225-B001		Agricultural Limestone	1.000	0.000	0.000	TON	390.00	0.00	0.00	
1	0120	225-C001		Mulch, Vegetative Mulch	2.000	1.575	3.150	TON	520.00	819.00	1,638.00	
1	0130	226-A001		Temporary Grassing	1.000	0.000	0.000	ACRE	950.00	0.00	0.00	
1	0140	230-B057		Tree Planting, Nutall Oak	4.000	0.000	0.000	EA	437.50	0.00	0.00	
1	0150	230-B059		Tree Planting, Pin Oak	5.000	0.000	0.000	EA	437.50	0.00	0.00	
1	0160	230-B081		Tree Planting, Sugar Maple	5.000	0.000	0.000	EA	437.50	0.00	0.00	
1	0170	230-B095		Tree Planting, Willow Oak	5.000	0.000	0.000	EA	437.50	0.00	0.00	
1	0180	230-D001		Bed Preparation	1,500.000	0.000	0.000	SF	1.25	0.00	0.00	
1	0190	907-234-A001		Temporary Silt Fence	7,100.000	0.000	5,424.000	LF	3.55	0.00	19,255.20	
1	0200	237-A002		Wattles, 20"	2,120.000	200.000	950.000	LF	7.30	1,460.00	6,935.00	
1	0210	249-B001		Remove and Reset Riprap	8.000	0.000	0.000	CY	88.30	0.00	0.00	
1	0220	907-258-E001		Trash Receptacle	3.000	0.000	0.000	EA	3,465.00	0.00	0.00	
1	0230	907-258-PP002		Decorative Park Bench	3.000	0.000	0.000	EA	2,890.00	0.00	0.00	
1	0250	304-F002	GT	Size 610 Crushed Stone Base	249.000	83.900	425.120	TON	82.90	6,955.31	35,242.45	

Line No	Item Number	AC	Item	Total Quantities			Unit	Unit Price	Amount		
				Contract Qty	Current	Allowed-to-Date			Current	Allowed-to-Date	
1	0270	305-A001		Processing for In-Grade Modification	8,500.000	0.000	4,502.230	SY	5.00	0.00	22,511.15
1	0280	307-C006	M	8" Soil-Lime-Water Mixing, Class C	5,310.000	0.000	0.000	SY	6.75	0.00	0.00
1	0290	307-S001	A3	Bituminous Curing Seal	1,328.000	0.000	0.000	GAL	7.50	0.00	0.00
1	0300	311-B001		Lime	116.000	0.000	0.000	TON	390.00	0.00	0.00
1	0310	603-CE008	S	29" x 18" Concrete Arch Pipe, Class A III	24.000	0.000	0.000	LF	165.25	0.00	0.00
1	0320	603-RB017		29" x 18" End Section Removed and Relaid	1.000	0.000	0.000	EA	600.00	0.00	0.00
1	0330	608-B001	S	Concrete Sidewalk, With Reinforcement	8,681.000	2,838.370	6,789.490	SY	72.25	205,072.23	490,540.66
1	0340	907-608-C001		Detectable Warning Panels	160.000	0.000	0.000	SF	65.50	0.00	0.00
1	0360	618-B001		Additional Construction Signs	1.000	0.000	0.000	SF	10.00	0.00	0.00
1	0370	619-D1001		Standard Roadside Construction Signs, Less than 10 Square Feet	16.000	0.000	0.000	SF	15.00	0.00	0.00
1	0380	619-D2001		Standard Roadside Construction Signs, 10 Square Feet or More	52.000	0.000	0.000	SF	15.00	0.00	0.00
1	0390	619-G4005		Barricades, Type III, Single Faced	24.000	0.000	24.000	LF	23.75	0.00	570.00
1	0400	619-G7001		Warning Lights, Type "B"	8.000	0.000	8.000	EA	312.50	0.00	2,500.00
1	0420	907-626-H010		Thermoplastic Legend, White	854.000	0.000	0.000	LF	6.25	0.00	0.00
1	0430	630-A001		Standard Roadside Signs, Sheet Aluminum, 0.080" Thickness	19.000	0.000	0.000	SF	19.00	0.00	0.00
1	0440	630-C003		Steel U-Section Posts, 3.0 lb/ft	32.000	0.000	0.000	LF	7.00	0.00	0.00
1	0450	907-630-O001		Remove and Reset Sign Assembly	16.000	0.000	0.000	EA	166.75	0.00	0.00
1	0470	907-809-A001	S	Retaining Wall System	1,560.000	1,276.500	1,276.500	SF	90.50	115,523.25	115,523.25
1	0480	815-A006	S	Loose Riprap, Size 200	32.000	0.000	23.770	TON	97.50	0.00	2,317.58
1	0490	815-F002	S	Sediment Control Stone	32.000	0.000	27.740	TON	110.00	0.00	3,051.40
1	0500	L00011		Tree Planting, Ginkgo Tree	5.000	0.000	0.000	EA	562.50	0.00	0.00
1	0510	L00011		Tree Planting, Pond Cypress	10.000	0.000	0.000	EA	500.00	0.00	0.00
1	0520	L00031		Bicycle Rack Bicycle Rack	1.000	0.000	0.000	EA	1,412.00	0.00	0.00
1	0530	L00056		42" Hand Rail	410.000	0.000	0.000	LF	245.00	0.00	0.00
1	0540	L00070		Pine Straw Mulch	170.000	0.000	0.000	SY	9.40	0.00	0.00
1	0550	L00076		Shrub Planting, Hameln Dwarf Fountain Grass, 3 Gallon	75.000	0.000	0.000	EA	37.50	0.00	0.00
1	0560	L00076		Shrub Planting, Andorra Juniper, 3 Gallon	33.000	0.000	0.000	EA	37.50	0.00	0.00
1	8010	221-A001	S	Concrete Paved Ditch S/A #1	37.000	0.000	0.000	CY	1,232.04	0.00	0.00
Total Roadway Items										363,504.79	763,999.49
Total Participating Direct Items										363,504.79	763,999.49
Total Non-Participating Direct Items										0.00	0.00

Total Direct Items on Contract = 1,337,419.23					Total Direct Items				363,504.79	763,999.49	
Dependent Items											
Part	Line No	Item Number	AC	Item	Total Quantities			Unit	Unit Price	Amount	
					Contract Qty	Current	Allowed-to-Date			Current	Allowed-to-Date
1	0350	907-618-A001		Maintenance of Traffic	1.000000	0.261200	0.571200	LS	91,050.00	23,782.26	52,007.76
1	0410	620-A001		Mobilization	1.000000	0.000000	0.900000	LS	110,220.00	0.00	99,198.00
1	0460	699-A001		Roadway Construction Stakes	1.000000	0.071200	0.571200	LS	40,000.00	2,848.00	22,848.00
Total Participating Dependent Items										26,630.26	174,053.76
Total Non-Participating Dependent Items										0.00	0.00
Total Dependent Items										26,630.26	174,053.76
Total Project Participating Construction Items										390,135.05	938,053.25
Total Project Non-Participating Construction Items										0.00	0.00
Total Project Construction Items										390,135.05	938,053.25
Stockpiled Material Adjustments											
	Line No	Item Number	Item Description			Adjustment Description			Current	Allowed-to-Date	
Total Participating Stockpiled Material Adjustments										0.00	0.00
Total Participating Costs (on CAD001)										390,135.05	938,053.25
Total Non-Participating Costs (on CAD001)										0.00	0.00
Project: 109422701000 STP-0013-00(055)/109422701					Total Costs (on CAD001)				390,135.05	938,053.25	
Fuel And Material Adjustments											
	Line No	Item Number	Item Description			Adjustment Description			Price Difference	Current	Allowed-to-Date
Total Participating Fuel And Material Adjustments										0.00	0.00
Total Non-Participating Fuel And Material Adjustments										0.00	0.00
Total Fuel And Material Adjustments										0.00	0.00
Total Construction Cost on Contract = 1,578,689.23					Total Contract Net Work Due (on CAD001)				390,135.05	938,053.25	

MISSISSIPPI DEPARTMENT OF TRANSPORTATION
ASSESSMENT REPORT FOR AVAILABLE WORKING DAYS

Date: 10/11/2025
Project No: STP-0013-00(055)/109422701
County: RANKIN (61)
PERIOD 9/1/2025 To 9/30/2025

September	1	0
Month	2	1
	3	1
	4	1
	5	1
	6	0
	7	0
	8	1
	9	1
	10	1
	11	1
	12	1
	13	0
	14	0
	15	1
	16	1

17	1
18	1
19	1
20	0
21	0
22	1
23	1
24	1
25	0
26	1
27	0
28	0
29	1
30	1
31	

TOTAL WORKING DAYS ASSESSED DURING THIS PERIOD

20

TOTAL WORKING DAYS PREVIOUSLY ASSESSED

35

TOTAL WORKING DAYS ASSESSED

55

TOTAL WORKING DAYS ALLOWED

105

PERCENT COMPLETE

52.38 %



Project Engineer

Original: Contractor
Copies: Project File
District Engineer

FOR CONTRACTOR USE

Matt Thornton

Contractor's Signature

I ☒ Agree / ☐ Disagree with the working days assessed during this period. If disagree is marked, please provide a written explanation.

The Contractor shall sign, mark appropriate box above, and return the original to the Project Engineer with a copy to MDOT Construction Division, 401 North West Street, Jackson, MS 39201.



MEMORANDUM

TO: HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN
FROM: ALEX WADE, PUBLIC WORKS DIRECTOR
BOARD AGENDA: OCTOBER 20, 2025
SUBJECT: CORNERSTONE WATER WELL PROJECT
PAY REQUEST 4

Asking for your consideration to approve Pay Request 4 in the amount of \$598,196.00 from Griner Drilling Service, Inc. for the Cornerstone Water Well Project and authorize payment of same.

On July 27, 2023, the Board awarded the bid for the Cornerstone Water Well Project to Griner Drilling Service, Inc. as the best and lowest bid received.

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

ATTACHMENTS:

- Benchmark Engineering Recommendation Letter
- Pay Request 4

GL Code: 314-600-701

Funding: 592 Grant Program & MSDH SRLF Loan

October 14, 2025

Mr. Alex Wade
Public Works Director
City of Brandon
1000 Municipal Drive
Brandon, MS 39042

RE: City of Brandon
Cornerstone Water Well Project
B-8031
Pay Request #4

Dear Mr. Wade:

Please find included in this packet all documentation and paperwork necessary for approval of Pay Request No. 4 for construction services for the City of Brandon Cornerstone Water Well Project for Griner Drilling Services, Inc. in the total amount of **\$598,196.00**.

We have reviewed this pay request and recommend this be submitted to the Board for their approval.

Should you have any questions or need additional information, please do not hesitate to contact our office at 601-591-1077.

Sincerely,



Matthew Miller, P.E., P.L.S.
Vice President
Benchmark Engineering & Surveying, LLC

cc: File: B-8031
Carly Dearman (City of Brandon)

PAYMENT APPLICATION AND CERTIFICATE

Application No: 4

09/30/2025

Period: 7/1/25 to 9/30/25

Sheet 1 of 2

Project: City of Brandon - Cornerstone Water Well

Contractor: Griner Drilling Service Inc.

126 Interstate Drive

Richland, MS 39218

1 Original Bid Amount		\$ 2,848,000.00
2 Modifications approved in previous applications:		
Additions: \$ _____	Deductions: \$ 126,370.90	\$ (126,370.90)
3 Modifications approved this period	(List Contract Modification Nos. _____)	
Additions: \$ _____	Deductions: \$ _____	
4 Net change by contract modifications	(Sum of lines 2 & 3)	\$ (126,370.90)
5 Revised contract amount:	(Sum of lines 1 & 4)	\$ 2,721,629.10
6 Total value of work to date	(Attached payment breakdown)	\$ 2,260,429.10
7 Percent Project Complete	(Line 6 divided by 5 x 100)	83.05%
8 Materials on hand	(Listing Attached)	\$ -
9 Partial payment undelivered equipment	(Listing Attached)	\$ -
10 Subtotal	(Sum of lines 6, 8, 9)	\$ 2,260,429.10
11 Less amount retained	(5%)	\$ (113,021.46)
12 Total amount retained to date		\$ (113,021.46)
13 Approved retainage reduction		\$ -
14 Subtotal	(Line 10 - Line 11)	\$ 2,147,407.65
15 Less previous certificates for payment	(Item 14 from Previous Application)	\$ 1,549,211.65
16 Current payment due	(Difference between lines 14 & 15)	\$ 598,196.00

The undersigned Contractor certifies that the Work covered by this application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by him for Work which previous Certificates for Payments were issued and payments received from the Owner, and that the current payments shown herein is now due.

Griner Drilling Service Inc.

Contractor

By

Date

I HEREBY ACKNOWLEDGE THAT THE MATERIAL AND LABOR INVOLVED ON THE ABOVE ESTIMATE ARE CORRECT AND PAYMENT IS DUE THE CONTRACTOR.

Benchmark Engineering & Surveying

10/14/25

Engineer

By

Date

Item No.		Description	Units	Qty	Bid Amount		Previous Application		Current Application		Units	Total-To-Date	% Complete	
					Unit Price	Ext. Total	Amount	Units	Amount	Units	Amount	Amount	Current Appl	Total-To-Date
New Cornerstone Water Well														
1		Mobilization/Demobilization	1	LS	\$95,000.00	\$95,000.00	\$	0.75	\$	\$	0.75	\$	0.0%	75.0%
2		Silt Fence	240	LF	\$5.00	\$1,200.00	\$	-	\$	\$	0.00	\$	0.0%	0.0%
3		12" Erosion Control Wattles	10	LF	\$50.00	\$500.00	\$	-	\$	\$	0.00	\$	0.0%	0.0%
4		Test Hole, Test Well & Logs, Bid Depth 1500 Feet	1	LS	\$350,000.00	\$350,000.00	\$	1	\$	\$	1.00	\$	0.0%	100.0%
		Add/Deduct if Test Hole is other than 1500 Feet	1	LF	\$100.00		\$	-	\$					
5		Gravel Wall Well 20" x 12", Bid Depth 1500 Feet	1	LS	\$1,281,220.00	\$1,281,220.00	\$	1	\$	\$	1.00	\$	0.0%	100.0%
		Add/Deduct if Gravel Wall Well is other than 1500 feet	1	LF	\$125.00		\$	-200	\$	\$	-200.00	\$		
6		Vertical Turbine Pump, 1500 GPM @ 140 Feet of Head	1	LS	\$325,000.00	\$325,000.00	\$	-	\$	\$	0.75	\$	75.0%	75.0%
7		Well Header Piping	1	LS	\$30,800.00	\$30,800.00	\$	-	\$	\$	1.00	\$	100.0%	100.0%
8		Well Head/piping Header Slab	1	LS	\$7,500.00	\$7,500.00	\$	-	\$	\$	1.00	\$	100.0%	100.0%
9		12" Ductile Iron Yard Piping (Underground)	24	LF	\$450.00	\$10,800.00	\$	-	\$	\$	8.00	\$	33.3%	33.3%
10		12" C-900 Yard Piping	284	LF	\$200.00	\$56,800.00	\$	-	\$	\$	284.00	\$	100.0%	100.0%
11		12" Gate Valve	3	EA	\$6,800.00	\$20,400.00	\$	-	\$	\$	3.00	\$	100.0%	100.0%
12		Fire Hydrant Assembly	1	EA	\$9,500.00	\$9,500.00	\$	-	\$	\$	1.00	\$	100.0%	100.0%
13		Equipment Building	1	LS	\$141,200.00	\$141,200.00	\$	0.5	\$	\$	0.40	\$	40.0%	90.0%
14		Chlorination Equipment	1	LS	\$34,800.00	\$34,800.00	\$	-	\$	\$	0.00	\$	0.0%	0.0%
15		Fluoride Equipment	1	LS	\$16,380.00	\$16,380.00	\$	-	\$	\$	0.00	\$	0.0%	0.0%
16		Electrical and Controls	1	LS	\$215,000.00	\$215,000.00	\$	-	\$	\$	0.85	\$	85.0%	85.0%
17		Generator & Auto Transfer Switch	1	LS	\$181,000.00	\$181,000.00	\$	0.05	\$	\$	0.10	\$	10.0%	15.0%
18		SCADA Equipment	1	LS	\$11,000.00	\$11,000.00	\$	-	\$	\$	0.00	\$	0.0%	0.0%
19		Electrical Primary Service	1	ALLOW	\$10,000.00	\$10,000.00	\$	-	\$	\$	0.00	\$	0.0%	0.0%
20		Select Fill	60	CY	\$75.00	\$4,500.00	\$	-	\$	\$	0.00	\$	0.0%	0.0%
21		Fencing & Automated Gate	1	EA	\$45,000.00	\$45,000.00	\$	-	\$	\$	0.00	\$	0.0%	0.0%
22		Project Sign	1	EA	\$600.00	\$600.00	\$	-	\$	\$	0.00	\$	0.0%	0.0%
CO-1		Deduction for reducing size of the well to a 16" x 10" due to insufficient sands to complete a 1500 GPM well.	1	LS	(\$126,370.90)	(\$126,370.90)	\$	1	\$	\$	1.00	\$	0.0%	100.0%
		TOTAL CONTRACT AMOUNTS				\$2,721,629.10	\$		\$	\$		\$	23.14%	83.05%

VALUE OF COMPLETED WORK	\$	2,260,429.10
MATERIAL INVENTORY		
SUBTOTAL	\$	2,260,429.10
LESS 5% RETAINAGE	\$	113,021.46
NET DUE	\$	2,147,407.65
LESS PREVIOUS PAYMENTS	\$	1,549,211.65
TOTAL THIS ESTIMATE	\$	598,196.00



MEMORANDUM

TO: HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN
FROM: ALEX WADE, PUBLIC WORKS DIRECTOR
BOARD AGENDA: OCTOBER 20, 2025
SUBJECT: HERBICIDE TREATMENT
BID RENEWAL – 2025

Asking for your consideration to renew the bid for Herbicide Treatment of Right-of-Ways, Ditches, Detention Ponds, & Cemeteries with Chempro Services, Inc. for 2025.

Bids were taken on April 26, 2022, for herbicide treatment for the City of Brandon. The Board awarded the bid on May 16, 2022, to Chempro, Inc. as the best and lowest bid received. The bid for herbicide treatment for the City of Brandon allows the bid to be renewed for three consecutive years upon request of the vendor and approval by the Board. Chempro, Inc. has requested renewal of the bid for 2025.

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

ATTACHMENTS:

- Chempro, Inc. – Request to Renew Bid
- 2022 Herbicide Spraying Bid approval



September 18, 2025

City Clerk
City of Brandon, MS
1000 Municipal Drive
Brandon, MS 39042

Subject: Herbicide Treatments for The City of Brandon, MS

To whom this may concern,

Per the contract specifications, ChemPro would like to request to renew contract option year 3 of the Bid titled *Herbicide Treatment for Rights of Ways, Ditches, Detention Ponds and Cemeteries*. We will honor the contracted amount with no increase for this option renewal.

Feel free to reach out if anything further is needed.

Regards,

Jamie Rauch

Jamie Rauch
jrauch@chemproservices.com
ChemPro Services, Inc.



☒ APPROVED
5/16/2022

MEMORANDUM

TO: HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN
FROM: CHARLES SMITH, PUBLIC WORKS DIRECTOR
CARLY DEARMAN, PUBLIC WORKS OPERATIONS COORDINATOR
BOARD AGENDA: MAY 16, 2022
SUBJECT: HERBICIDE TREATMENT
AWARD BID

Asking for your consideration to award the bid for Herbicide Treatment of Right-of-Ways, Ditches, Detention Ponds, & Cemeteries to Chempro Services, Inc. as the best and/or lowest bidder for 2022 and allow Helena Agri Enterprises as the alternative bid for these services.

Bids were taken on April 26, 2022, for herbicide treatment for the City of Brandon.

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

ATTACHMENTS:

- Bid Tab

HERBICIDE TREATMENT - RIGHT OF WAYS, DITCHES, DETENTION PONDS AND CEMETERIES
 APRIL 26, 2022 - 10:00
 2022-09

BIDDER	Cert of Responsibility	ROW, DETENTION PONDS AND DITCHES 2 APPLICATIONS	ROW, DETENTION PONDS, DITCHES ADDITIONAL APPLICATION (EA)	FOUR CEMETERIES 2 APPLICATIONS	FOUR CEMETERIES ADDITIONAL APPLICATION
HELENA AGRI ENTERPRISES	22461-SC	\$33,500.00	\$16,381.16	\$9,205.98	\$3,982.56
CHEMPRO SERVICES, INC	21544-SC	\$23,800.00	\$11,900.00	\$5,600.00	\$2,800.00
T & T SPECIALTY APP LLC	NO SUBMISSION				

This is to certify that the above is a true and accurate tabulation of bids received on
 APRIL 26, 2022

Angela Bean
 Angela Bean, City Clerk





MEMORANDUM

TO: HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN
FROM: ALEX WADE, PUBLIC WORKS DIRECTOR
BOARD AGENDA: OCTOBER 20, 2025
SUBJECT: YARD RESTORATION SOD INSTALLATION COMMODITY
BID RENEWAL – FY26

Asking for your consideration to renew the commodity bid for Yard Restoration Sod Installation with Murphy's Lawn & Landscape for FY26 (October 1, 2025 thru September 30, 2026).

Bids were taken on September 26, 2024, for yard restoration and sod installation for the City of Brandon. The Board awarded the bid on October 7, 2024, to Murphy's Lawn & Landscape as the best and lowest bid received. The bid for yard restoration and sod installation for the City of Brandon allows the bid to be renewed for three consecutive years upon request of the vendor and approval by the Board. Murphy's Lawn & Landscape has requested renewal of the bid for FY26 at no increase in the prices.

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

ATTACHMENTS:

- Murphy's Lawn & Landscape – Request to Renew Bid
- 2024 Yard Restoration Sod Installation Commodity Bid Award

From: [Ryan Murphy](#)
To: [Carly Dearman](#)
Subject: Commodity Contract
Date: Tuesday, October 14, 2025 8:30:52 PM

CAUTION: This email originated from outside of the company. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Carly,

Please use this message as an intent to continue our Sod Restoration Commodity Contract with the City of Brandon for the period of 10-1-25 through 9-30-26. We will keep all pricing the same for the next term.

Thank you,

Ryan Murphy, pres.

Murphy's Lawn & Landscape, Inc

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✓ APPROVED
10/7/24

MEMORANDUM

TO: HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN
FROM: CARLY BETH DEARMAN, PUBLIC WORKS OPERATIONS COORDINATOR
BOARD AGENDA: OCTOBER 7, 2024
SUBJECT: COMMODITY BIDS FOR APPROVAL

Asking for your consideration to approve the commodity bids listed below as received by the City of Brandon and award the bids to the best and/or lowest bidder for each. These commodity bids will be effective October 8, 2024, through September 30, 2025.

- Polypropylene Resin Storm Drain Pipe (All prices for all pipe sizes were the same for all bidders. As such, each is the low bidder and each is selected and may be utilized.
 - 1. Eagle Pipe & Supply LLC
 - 2. Coburn's Supply
 - 3. Ferguson Enterprises LLC
 - 4. Southern Pipe
- Sewer Pipe
 - 1. **Coburn's Supply – AWARD BID**
 - 2. Southern Pipe & Supply Company – 1st Alternate
 - 3. Ferguson Enterprises LLC – 2nd Alternate
- C900 Water Pipe
 - 1. **Eagle Pipe & Supply LLC – AWARD BID**
 - 2. Coburn's Supply – 1st Alternate
 - 3. Ferguson Enterprises LLC – 2nd Alternate
- Concrete Storm Drain Pipe
 - 1. **Southern Pipe & Supply – AWARD BID**
- Road Striping
 - 1. **Traffic Control Products – AWARD BID**
- Chlorine
 - 1. **Allied Universal Corp – AWARD BID**
 - 2. PVS DX Inc – 1st Alternate
 - 3. Amerimac Chemical – 2nd Alternate



- Sodium Fluoride
 1. **Univar Solutions USA LLC – AWARD BID**
 2. Chemrite – 1st Alternate
 3. Amerimac Chemical – 2nd Alternate
- Hydrated Lime
 1. **Amerimac Chemical – AWARD BID**
- Yard Restoration & Sod Installation
 1. **Murphy's Lawn & Landscape – AWARD BID**
 - NOTE: A second bid for Yard Restoration and Sod Installation was received from Amerimac. However, the request for bids required the bidder to submit a bid for a per square foot price for sod delivered and installed. The Amerimac bid did not comply with the request for bids and accordingly was non-responsive and accordingly not considered.
- Grinder Pump Systems – NO BIDS RECEIVED
- Concrete – NO BIDS RECEIVED

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

ATTACHMENTS:

- Commodity Bid Tabs

PROJECT: YARD RESTORATION SOD INSTALLATION COMMODITY FY25
Bid # 2024-17
September 26, 2024 at 11:30 a.m.

COMPANY	Sod Installed	Unit	Unit Price
Murphy's Lawn & Landscape	Bermuda	SQ FT	\$1.34
	Centipede	SQ FT	\$1.45
	St. Augustine	SQ FT	\$1.64

This is to certify that the above is a true and accurate tabulation of bids received on September 26, 2024.

Rebecca Pevey
Rebecca Pevey, Deputy City Clerk





MEMORANDUM

TO: HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN
FROM: ALEX WADE, PUBLIC WORKS DIRECTOR
BOARD AGENDA: OCTOBER 20, 2025
SUBJECT: EMERGENCY TRAFFIC SIGNAL REPAIR
HIGHWAY 80 AT VALUE ROAD
REIMBURSEMENT RECEIVED

Asking to spread on the minutes the receipt of payment reimbursement in the amount of \$10,930.00 from Geico Marine Insurance Company for emergency repairs to the traffic signal at Highway 80 and Value Road due to a traffic accident which occurred on 6/28/2025.

On August 4, 2025, the Board declared an emergency the repair to the traffic signal and authorized payment for invoice #M2025.82 in the amount of \$10,930.00 from Lewis Electric, Inc. for repairs.

On June 28, 2025, a traffic accident occurred in which the traffic signal cabinet, pedestal, and wiring were damaged at the intersection of Highway 80 and Value Road. The damage caused the traffic signal at the intersection to no longer work. Lewis Electric, Inc. was contacted by the City of Brandon to make repairs, which included replacing the power pedestal and wiring and repairing the communication panels. The power supply meter to the traffic signal was also damaged. Lewis Electric, Inc. had to run the traffic signal power by generator until Entergy Mississippi was able to set a new meter at the site on 7/1/2025.

An insurance claim was filed with the Geico Marine Insurance Company on behalf of the City of Brandon seeking reimbursement for the damage to the traffic signal. Check #260783287 in the amount of \$10,930.00 was received by the City of Brandon from Geico Marine Insurance Company for said damages.

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

ATTACHMENTS:

- Geico Marine Insurance Company – check #260783287 - \$10,930.00
- August 4, 2025 Board Memo Information Regarding Damages

Detailed Payment Summary

GEICO MARINE INSURANCE CO
Field Claim Center: 02 Southeast

NO. N 260783287

Date: 09/15/2025

ONE GEICO CENTER
MACON, GA 31296-0001

Claim #: 8852268930000001

Date of Loss: 06/28/2025

Claimant Name: Rebecca Pevey
Insured Name: Charles Nelson
Tax ID / SS# /
Atty ADJ Code:
Adjuster Code: GFLM

Pay To:
City Of Brandon



City Of Brandon/Rebecca Pevey
1000 Municipal Dr
Brandon Ms 39042-2972



Total Amount:
\$***10,930.00

Payment Type:
LOSS

IP AND FEATURE AND AMOUNT
02 APD \$**10930.00



In Payment Of
Property Damage Coverage

Visit geico.com

Now, parties involved in a GEICO claim can track the progress of the claim, view damage photos and more at geico.com! *GEICO policyholders can make a payment, change drivers or vehicles and request additional coverages.* Not insured with GEICO? 15 minutes could save you 15% or more on car insurance. Of course, we're also available for policy or claim service 24/7 at 1-800-841-3000.

* These online services are unavailable to Assigned Risk policyholders and Commercial policyholders.

clmschck

PLEASE DETACH AND KEEP FOR YOUR RECORDS

GEICO MARINE INSURANCE CO
ONE GEICO CENTER
MACON, GA 31296-0001

Claimant: Rebecca Pevey
Insured Name: Charles Nelson

Feature Symbol & Amount
APD \$**10930.00

TEN-THOUSAND-NINE-HUNDRED-THIRTY*AND*00/100*DOLLARS***

Pay to the Order of:
City Of Brandon

Bank of America
South Portland, ME 04106

Claim Number: 8852268930000001
In Payment of: Property Damage Coverage

52-153
112 ME

NO. N 260783287

VOID AFTER 180 DAYS
Date: 09/15/2025

Amount:
\$***10,930.00

Mail To:
City Of Brandon/Rebecca Pevey
1000 Municipal Dr
Brandon Ms 39042-2972

Authorized Signer

11 260783287 11 0112015391 2220079607 11



✓ APPROVED
8/4/2025

MEMORANDUM

TO: HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN
FROM: CARLY BETH DEARMAN, PUBLIC WORKS OPERATIONS COORDINATOR
BOARD AGENDA: AUGUST 4, 2025
SUBJECT: EMERGENCY TRAFFIC SIGNAL REPAIR
HIGHWAY 80 AT VALUE ROAD
LEWIS ELECTRIC INVOICE

Asking for your consideration to declare an emergency repairs to the traffic signal at Highway 80 and Value Road due to a traffic accident, approve invoice #M2025.82 in the amount of \$10,930.00 from Lewis Electric, Inc., and authorize payment of the same.

On June 28, 2025, a traffic accident occurred in which the traffic signal cabinet, pedestal, and wiring were damaged at the intersection of Highway 80 and Value Road. The damage caused the traffic signal at the intersection to no longer work. Lewis Electric, Inc. was contacted by the City of Brandon to make repairs, which included replacing the power pedestal and wiring and repairing the communication panels. The power supply meter to the traffic signal was also damaged. Lewis Electric, Inc. had to run the traffic signal power by generator until Entergy Mississippi was able to set a new meter at the site on 7/1/2025.

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

ATTACHMENTS:

- Lewis Electric Invoice #: M2025.82
- Brandon PD Accident Report
- ER Affidavit

GL Code: 001-201-637

Funding: Streets (General Government)

LEWIS ELECTRIC, INC.

Fed ID #64-0823637

601-932-0101

P. O. Box 320337

Flowood, MS 39232

Invoice

Date	Invoice #
7/2/2025	M2025.82

Bill To
CITY OF BRANDON ATTN: CARLY DEARMAN PUBLIC WORKS DEPT. BRANDON, MS 39042

P.O. No.	Terms	Project
	NET DUE 30 DAYS	

Quantity	Description	Rate	Amount
	EMERGENCY REPAIRS TRAFFIC SIGNAL HWY 80/VALUE ROAD		
	6/29/25:		
2	ONE MAN/ONE SERVICE TRUCK 12:30 AM TO 2:30 AM REWIRE CABINET FOR GENERATOR POWER	250.00	500.00
1	ONE MAN/ONE SERVICE REFILL GENERATOR 8:30AM WEEKEND	250.00	250.00
1	ONE MAN/ONE SERVICE REFILL GENERATOR 2:30 PM WEEKEND	250.00	250.00
1	ONE MAN/ONE SERVICE REFILL GENERATOR 7:30 PM WEEKEND	250.00	250.00
	6/30/25:		
1	ONE MAN/ONE SERVICE TRUCK REFILL GENERATOR 6:00AM	200.00	200.00
1	5 MEN CREW ON SITE ONE SERVICE/ONE BUCKET 7 HOURS 7AM-2PM	4,200.00	4,200.00
1	NEW POWER PEDESTAL	3,115.00	3,115.00
1	NEW SERVICE WIRE	540.00	540.00
1	MISC. MATERIALS FOR REPAIRS TO COMMUNICATION PANELS	275.00	275.00
1	ONE MAN/ONE SERVICE REFILL GENERATOR 7:30 PM AFTERHOURS	250.00	250.00
	7/1/25:		
1	ONE MAN/ONE SERVICE REFILL GENERATOR 6:AM	200.00	200.00
2	3 MEN/2 SERVICE TRUCK/ 2 HOURS - 10AM ENTERGY RECONNECTED SERVICE WIRES LEI MADE FINAL CONNECTIONS TO NEW POWER PANEL AND REMOVED GENERATOR. REMOVED FORM WORK AND DRESSED UP SITE	450.00	900.00
		Total	\$10,930.00



MEMORANDUM

TO: HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN
FROM: ALEX WADE, PUBLIC WORKS DIRECTOR
BOARD AGENDA: OCTOBER 20, 2025
SUBJECT: FY26 COMMODITY BIDS
PERMISSION TO ADVERTISE FOR BID

Asking for your permission to advertise for bid the following items as FY26 Commodity Bids.

- Chlorine & Fluoride
- Road Striping
- Concrete Construction Services
- General Construction Services
- CCTV Services

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

ATTACHMENTS:



MEMORANDUM

TO: HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN
FROM: JOEY BARNETTE
DATE: 10/02/2025
SUBJECT: **VEHICLE PURCHASE – 2024 FORD F-150**

This memorandum documents the evaluation of two competitive quotes for one (1) 2025 Ford Maverick Hybrid. The purpose is to confirm that both vehicles meet the “like-kind and quality” requirement under Miss. Code Ann. § 31-7-13 and to justify award of purchase to the lowest responsible and responsive bidder.

Quotes Reviewed

Vendor	Model Year / VIN	Powertrain	Drivetrain
Gray-Daniels Ford	2025 Ford Maverick / 3FTTW8A30SRB20838	2.5 L Hybrid I-4 Atkinson	FWD
Mac Haik Ford	2025 Ford Maverick / 3FTTW8A37SRA45538	2.5 L Hybrid I-4 Atkinson	FWD

Comparative Evaluation

Evaluation Criteria	Determination
Make / Model / Year	Equivalent
Engine & Transmission	Equivalent
Drive Type	Equivalent
EPA Fuel Economy	Equivalent
Safety Ratings	Equivalent
Functional Capability	Equivalent

Trim / Equipment	Minor Variation	App

Findings

Both vehicles are substantially identical in specifications, performance, and safety features. The slight pricing difference results from dealer handling and optional cosmetic equipment. Both quotations satisfy “like-kind” equivalency, but Gray-Daniels Ford provides the lower overall quote.

Recommendation

Pursuant to Miss. Code Ann. § 31-7-13, the City may accept the lowest and best bid among functionally equivalent offers. It is therefore recommended that the City award the purchase of one (1) 2025 Ford Maverick Hybrid FWD to Gray-Daniels Ford in the amount of \$28,861.15, as the lowest responsible and responsive vendor meeting all required specifications. This purchase aligns with the recently approved budget.

ATTACHMENTS:

-
1. Gray Daniels 2025 Ford Maverick Quote
 2. Mac Haik Ford 2025 Ford Maverick Quote

[illegible]

121" WHEELBASE
2.5L HYBRID ENGINE
POWER-SPLIT ELECTRIC CVT

**EXTERIOR
SPACE WHITE METALLIC
INTERIOR
BLACK ONYX-MED DK SLATE TRIM**

STANDARD EQUIPMENT INCLUDED AT NO EXTRA CHARGE

- CARGO BOX THE DOWN HOOKS
- DAYTIME RUNNING LAMPS
- DOOR HANDLES - BLACK
- EASY FUEL® CAPLESS FILLER
- FLEXBED™ STORAGE SYSTEM
- GRILLE - BLACK MESH
- HEADLAMPS-LED AUTO HI-BEAM
- HEADLAMPS-LED AUTO ON/OFF
- LED REFLECTOR HEADLAMPS
- MANUAL LOCKING TAILGATE
- WIPERS- INTERMITTENT

- 1-TOUCH DOWN DRIVER WINDOW
- 2ND ROW BENCH FLIP-UP W/ UNDER-SEAT STORAGE
- 8.0" PRODUCTIVITY SCREEN
- CLOTH BENCH REAR SEAT CRUISE CONTROL
- DUAL USB
- MANUAL A/C, SINGLE ZONE
- POWER LOCKS AND WINDOWS
- POWERPOINTS - 12V
- ROTARY GEAR SHIFT DIAL
- TILT/TELESCOPE STR COLUMN
- VINYL SOFT CONSOLE LID

- 4-WHEEL ANTILOCK BRAKE SYSTEM
- BATTERY Saver FEATURE
- ELECTRIC PARKING BRAKE
- ELECTRONIC PWR ASST STEERING
- FORDPASS™ CONNECT GSM/F-TELEMAATICS MODERN
- PRE-COLLISION ASSIST W/ AEB
- REAR VIEW CAMERA
- REMOTE KEYLESS ENTRY
- SELECTABLE DRIVE MODES
- SYNC® W/ A/R & 13.2" SCREEN

- AIRBAGS - SAFETY CANOPY®
- BELT-MANAGER CHIME
- LATCH CHILD SAFETY SYSTEM
- SECURLOCK® ANTI-THEFT SYS
- TIRE PRESSURE MONIT SYS

WARRANTY

- 3YR/36,000 BUMPER / BUMPER
- 5YR/60,000 POWERTRAIN
- 5YR/60,000 ROADSIDE ASSIST
- 8YR/100,000 HYBRID UNIQUE
- COMPONENTS IF EQUIPPED

(MISRP)

OPTIONAL EQUIPMENT/OTHER
2K TRAILER HITCH RECEIVER
FORD CO-PILLOT360® 1.0
REAR PARKING SENSORS
50 STATE EMISSIONS
FRONT LICENSE PLATE BRACKET

100.00
795.00
NO CHARGE
NO CHARGE

TOTAL VEHICLE & OPTIONS/OTHER
DESTINATION & DELIVERY

\$28,145.00

29,040.00
1,695.00

\$2,500

\$1,400

Fuel Economy & Greenhouse Gas Rating (EPA only) **among ratings (EPA only)**

Best  Worst

Best  Worst

This vehicle emits 224 grams CO₂ per mile. The best emits 0 grams per mile (EPA only). Producing and distributing this also creates emissions. Learn more at dodge.com/gov.

GOVERNMENT 5-STAR SAFETY RATINGS

Based on the combined ratings of frontal, side and rollover. Should ONLY be compared to other vehicles of similar size and weight.

Based on the combined ratings of frontal, side and rollover. Should ONLY be compared to other vehicles of similar size and weight.

★
★
★
★
★

★ ★ ★ ★ ★

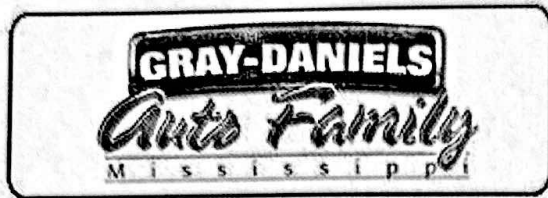
Star ratings range from 1 to 5 stars (*****), with 5 being the highest.
Source: National Highway Traffic Safety Administration (NHTSA).
www.safercar.gov or 1-888-327-4236



⚠ WARNING: operating, servicing and maintaining a passenger vehicle, pickup truck, van, or off-road vehicle can expose you to chemicals including engine exhaust, carbon monoxide, phthalates, and lead, which are known to the State of California to cause cancer and birth defects or other reproductive harm. To minimize exposure, avoid breathing exhaust, do not idle the engine except as necessary, service your vehicle in a well-ventilated area and wear gloves or wash your hands frequently when servicing your vehicle. For more information go to www.P65Warnings.ca.gov/passenger-vehicle.



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www.ford.com/finance



Date: 10/06/2025
Salesperson: Chandler Schuler Ben Brown
Manager: Chandler Schuler

FOR INTERNAL USE ONLY

BUSINESS NAME CITY OF BRANDON Home Phone: _____
CONTACT _____
Address : 1000 MUNICIPAL DR
BRANDON, MS 39042-2972 Work Phone: _____
RANKIN
E-Mail : cityofbrandon1831@gmail.com Cell Phone: (601) 706-2607

VEHICLE

Stock # : SRB20838 New / Used : New VIN : 3FTTW8A30SRB20838 Mileage: 0
Vehicle : 2025 Ford Maverick Color : Space White Met
Type : XL Front-Wheel W8A

TRADE IN

Payoff : _____ VIN : _____ Mileage: _____
Vehicle : _____ Color : _____
Type : _____

Selling Price	<u>28,851.15</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
Total Purchase	<u>28,851.15</u>
Trade Allowance	_____
Trade Difference	_____
Tax	<u>.00</u>
Non Tax Fees	<u>10.00</u>
Net Price	<u>28,861.15</u>
Trade Payoff	_____
Cash Deposit	_____
Balance	<u>28,861.15</u>

Customer Approval: _____ Management Approval: CS

Terms and Conditions subject to credit approval. For Information Only. This is not an offer or contract for sale.



Deal #:
Date:
Salesperson:
Salesperson 2:
Manager:

10/06/2025 12:59 PM
Robert Jobe
Robert Jobe

FOR INTERNAL USE ONLY

CUSTOMER INFORMATION

Customer City of Brandon Home Phone
Address Work
Email Cell Phone

VEHICLE INFORMATION

Stock # Vehicle 2025 Ford Maverick
VIN Color White
Stock Type NEW/X2 FWD Mileage

Market Price	
Mac Haik Price	29,020.00
Rebates	
Total Purchase	29,020.00
Market Value	
Trade Difference	29,020.00
Dealer Doc	
Tax	
Non Tax Fees	
Trade Payoff	
Cash Deposit	
Balance	29,020.00

Customer Approval:

Management Approval:

By signing this authorization form, you certify that the above personal information is correct and accurate, and authorize the release of credit and employment information. By signing above, I provide to the dealership and its affiliates consent to communicate with me about my vehicle or any future vehicles using electronic, verbal and written communications including but not limited to eMail, text messaging, SMS, phone calls and direct mail. Terms and Conditions subject to credit approval. For Information Only. This is not an offer or contract for sale.



MEMORANDUM

TO: HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN
FROM:
DATE: 10/16/2025
SUBJECT: **CONSIDERATION TO REZONE EXISTING PROPERTY ZONED R1**

Consideration to rezone existing property zoned R12 – Suburban Neighborhood to NC - Neighborhood Center for Merle Jones East Estate on 344 Hwy 468 (Parcel # I8B-5 PPIN # 31579). The applicant has requested the rezoning of the parcel to be more in line with the remaining property to the West of zoned NC Neighborhood Center currently under contract for future development. Rezoning to allow property to be utilized as entrance for future development.

ATTACHMENTS:

1. 10-20-2025 MABOA combined staff report
2. Estate of Mary Jones East Rezoning Request I8B-5 - PPIN 31579

Application # 25-033
Date Received: September 15, 2025
Subject Property: Parcel # I8B-5
Applicant: Merle Jones East Estate



STAFF REPORT

CASE # 25-033

Subject Matter: Rezoning Application

Subject Property: Parcel No: I8B-5

Planning Commission: September 22, 2025

Public Hearing: October 20, 2025

Zoning District: R-12 Suburban Neighborhood

Ward: 1 - Craine

Description:

Consideration to rezone existing property zoned R12 – Suburban Neighborhood to NC - Neighborhood Center for Merle Jones East Estate on 344 Hwy 468 (Parcel # I8B-5 PPIN # 31579). The applicant has requested the rezoning of parcel to be more in line with remaining property to East Zoned NC Neighborhood Center currently under contract for future development. Rezoning to allow property to be utilized as entrance for development of :

Retail stores.

- i. **Definition:** The retail sale or rental of merchandise not specifically listed under another classification. This classification includes, but is not limited to, department stores, clothing stores, furniture stores, pet supply stores, hardware stores, toys, hobby materials, handcrafted items, jewelry, cameras, pharmacies, electronic equipment, sporting goods, antiques, art galleries, art supplies and services, office supplies, bicycles, video rental, and new automotive parts. Retail sales may be combined with other services such as office machine, computer, electronics, and similar small-item repairs.
- ii. **Districts permitted:** NC, CC, RC, ORC, VMU, PUD, TND; conditional use in I-1.
- iii. **Parking:** One space per 200 square feet of floor area.
- iv. **Loading:** One loading space for 10,000 square feet of floor area.
- v. **Additional standards:** None.

Convenience store, gas station.

- i. **Definition:** A small store (15,000 square feet gross floor area or less) which deals in grocery items of a convenience nature which includes the sale of fuel. May also include car wash facilities and/or provide minor automobile repair services.
- ii. **Districts permitted:** CC, 1-1, 1-2, PUD; conditional use in NC, RC, ORC, TND.
- iii. **Parking:** One space per gas pump, plus two spaces per service bay.

Application # 25-033
Date Received: September 15, 2025
Subject Property: Parcel # I8B-5
Applicant: Merle Jones East Estate

iv.

Loading: One loading space for 10,000 square feet of floor area.

v.

Additional standards:

- A one bay car wash may be accessory to the vehicle service center.
- One stacking space per pump island on either end, and one stacking space for each service and car wash bay.
- Structures and all pump islands, compressed air connections, and similar equipment shall be set back a minimum of 20 feet from side and rear lot lines.
- No access driveway may exceed 25 feet in width. For a corner lot, curb cuts are restricted to one curb cut per street frontage.
- The minimum distance between the canopy and the curb line shall be 12 feet and 20 feet from any interior lot line.
- Motor vehicle repair is permitted as part of the gas station use. However, repair work is limited only to minor repair work, such as tire or tube repairing, battery changing, lubrication, engine tune-ups, brake and muffler repair or replacement, and similar types of work. Minor repair work does not include replacement of engines, replacement of transmissions, or any body work. All repair work shall be conducted entirely within an enclosed structure. Storage of all merchandise, auto parts, and supplies shall be within an enclosed structure.
- Light fixtures mounted under canopies should be completely recessed into the canopy with flat lenses that are translucent and completely flush with the bottom surface (ceiling) of the canopy.
- The sides (fascia) of the canopy should extend below the lens of the fixture 12 inches to block the direct view of the light sources and lenses from property line.
- Lights should not be mounted on the top or sides (fascias) of the canopy, and the sides (fascia) should not be illuminated.
- Buildings that derive their image solely from applied treatments that express corporate identity are prohibited.
- All sides of a building should express consistent architectural detail and character. All site walls, screen walls and pump island canopies and other outdoor covered areas should be architecturally integrated with the building by using similar material, color and detailing.
- The use of highly reflective or glossy materials should be limited and will not be appropriate in all contexts.
- Architectural integration of canopy to building and site walls is desirable. Multiple canopies or canopies that express differing architectural masses are encouraged.
- Canopy height, as measured from the finished grade to the lowest point on the canopy fascia, should not exceed 13 feet nine inches. The clearance height of canopies should be clearly indicated on the structure or through use of a headache bar. The overall height of canopies should not exceed 17 feet.
- Lighted bands or tubes or applied bands of corporate color are discouraged.
- All display items for sale should occur within the main building or within designated areas that are screened from public streets.
- The use of translucent materials and internally lighted cabinets are discouraged as finishes or as applied treatments at the pump island or on the canopy.
- The use of super-graphics is prohibited.
- The cladding of the canopy columns must be proportioned to the height and scale of the canopy.

Application # 25-033
Date Received: September 15, 2025
Subject Property: Parcel # I8B-5
Applicant: Merle Jones East Estate

Owner requests the rezoning under the

Zoning Amendment Ordinance 9.8:

9.8.1 Although amendments to the Brandon Zoning Ordinance are ordinarily proposed only by the mayor and board of aldermen on their own motion, such amendments to the text or official zoning map (i.e., a rezoning) may be initiated by any person or his duly authorized representative filing an application for same with the department of community development.

9.8.2 If the proposed amendment is an application for rezoning, said application shall include a legal description of the property involved, the exact nature of the proposed change, the grounds upon which rezoning is requested, and such other information as may be required to determine the merits of the application. If determined by the department of community development in coordination with other city officials (i.e., the public works director, fire chief, city clerk, etc.) that a detailed site plan is necessary for review of the requested rezoning, a site plan shall be submitted in accordance with section 9.9.

9.8.3 In all cases involving an amendment to this ordinance, notice of public hearing shall be given as required by this ordinance, and the public hearing shall be held in accordance with the procedures specified. Following action by the mayor and board of aldermen approving a request for rezoning, a notice of such rezoning shall be published in accordance with the procedures specified.

9.8.4 No amendment shall be made by the mayor and board of aldermen to the ordinance text or the official zoning map unless the proposed amendment complies with one or more of the following criteria:

- The amendment will correct a manifest error in the ordinance.
- The amendment to the official zoning map is necessary because of changing conditions within the city, new development patterns or annexation.
- The amendment will more suitably promote and protect the public health, safety and welfare than the existing district boundaries which said amendment would replace.

Owner Written Statement:

"I am writing on behalf of the Merle Jones East Estate. I am the Broker of Mark Warren Real Estate and represent the Estate in the sale of their property. The subject property is currently under contract along with the adjacent property owned by the East Family Property, LLC. The total property under contract is approximately 10 acres. The Merle Jones East property is a key piece in this sale because of its location at the corner of Hwy 468 and Hwy 18. The Hwy 18 and Hwy 468 frontage owned by East Family Property, LLC is zoned (NC) Neighborhood Commercial. The Merle Jones East Estate property is currently zoned R12 Residential. The 2025 land use map adopted by the City of Brandon shows the Merle Jones East Property as (NC) Neighborhood Commercial. Granting this rezoning would bring the Merle Jones East Estate property in compliance with the 2025 land use map for the City of Brandon. It would further the sale of both properties and enhance the future development of the Hwy 18 corridor." - Mark R. Warren

Application # 25-033
Date Received: September 15, 2025
Subject Property: Parcel # I8B-5
Applicant: Merle Jones East Estate

See "Location and Zoning Map"

Relief Sought: The applicant seeks a rezone to match existing zoning of adjoining property currently under contract.

Planning Commission Recommendation:

Case # 25-033 Consideration to rezone existing property zoned R12 – Suburban Neighborhood to NC - Neighborhood Center for Merle Jones East Estate on 344 Hwy 468 (Parcel # I8B-5 PPIN # 31579). The applicant has requested the rezoning of parcel to be more in line with remaining property to East Zoned NC Neighborhood Center currently under contract for future development. Mr. Mark Warren came forward to present his case on behalf of the Merle Jones East Estate property with the regard for the need of property to be rezoned for access purposes. Seeing the request is compatible with the Land use plan 2025. Tom Evans made the motion to approve with Lynn Bullock Seconding

Jim Broocks	ABSENT
Lynn Bullock	AYE
Suzanne Ross	AYE
Eric Skipper	AYE
Tom Evans	AYE
David Stevens	AYE

Staff Recommendation

The rezone is in conformance with the 2025 Land use plan and in the opinion of the Staff the owner has submitted sufficient evidence to support rezoning under Zoning Amendment Ordinance 9.8:

If approved owner is required to go through all appropriate processes to meet all zoning ordinance, architectural review, permitting and development requirements prior to approval of project and start of construction of any proposed future development.

Notice Filed in Paper: October 1, 2025

Property Posted: October 3, 2025

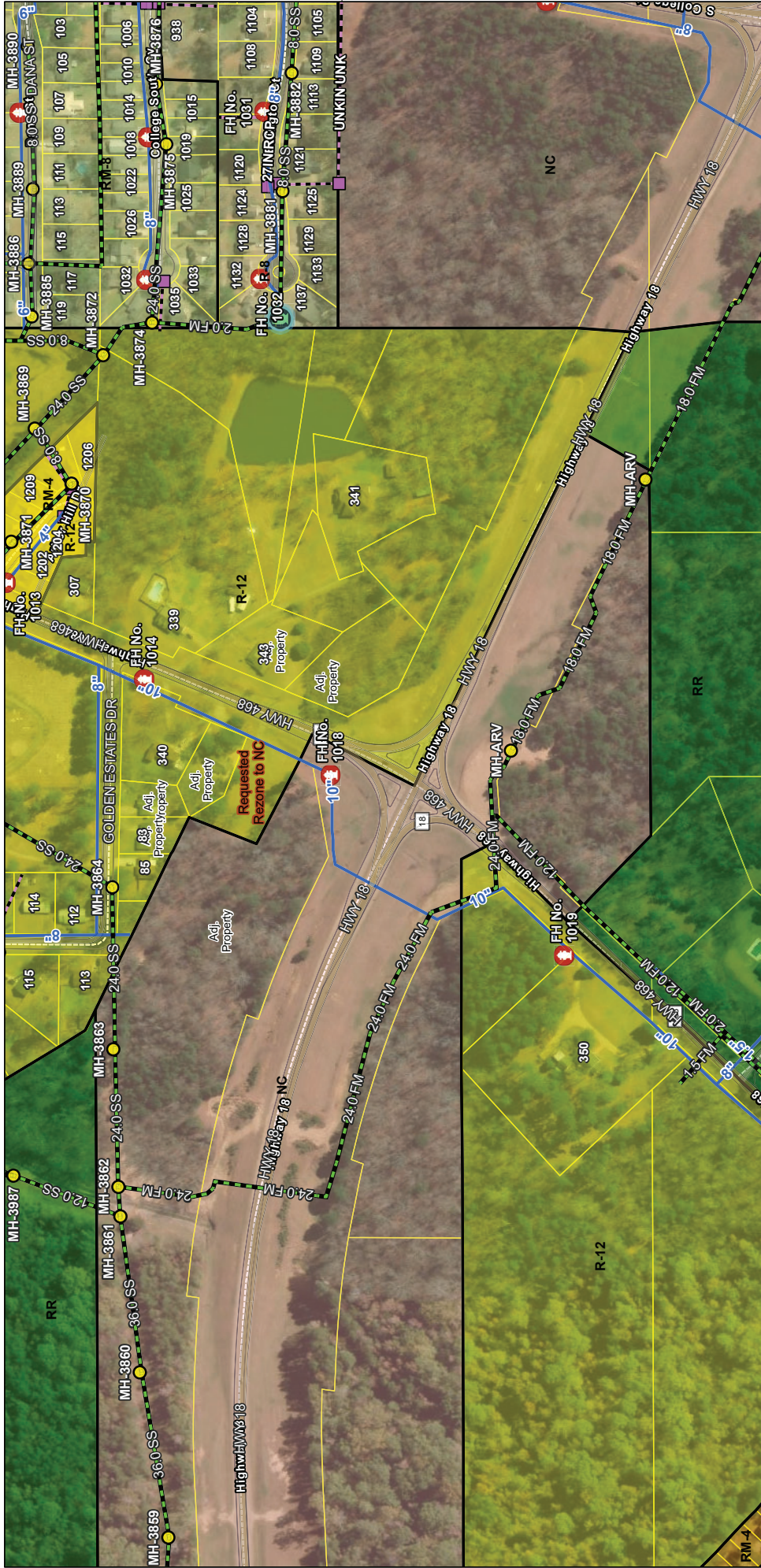
Certified Letter Sent: October 3, 2025

Report Prepared By: Randy Barnes, Community Development

Exhibits:

- A) Location and Zoning Map
- B) Supplemental Documentation

Case # 25-033 Rezoning map



9/18/2025, 9:37:33 AM

- Storm Drain Pipe view
- 2024_Zoning
- RR: Rural Neighborhood
- R-12: Suburban Neighborhood
- R-8: Suburban Medium Density Neighborhood
- RM-4: Suburban Mixed Neighborhood
- RM-4-0: Townhouse and Zero Lot Line Residential
- Sewer Lift Stations
- Sewer Manholes view
- Sewer Lines view
- Fire Hydrant view
- Water Lines view
- Storm Drain Inlets view
- NC: Neighborhood Center
- 2025 Parcel COB
- Addresses_2025
- Streets_2025
- 2021 Edge of Pavement
- 2021 City Limits
- World Imagery
- Low Resolution 15m Imagery
- High Resolution 60cm Imagery
- High Resolution 30cm Imagery
- Citations
- 60cm Resolution Metadata

Maxar, Microsoft, Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community

PLOTTED:
8/22/2025
4:07:04
PM

Real Estate Development
Hardeep Uppal
Brandon, MS
Highway 18 and Highway 468

PROGRESS PRINT
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702 Conventers Street
Brandon, MS 39201-7695
801.720.7695 voice
robert@rgpa.com
robertgpolk@gmail.com

RGPA
pa
ROBERT G. POLK ARCHITECT, P.A.



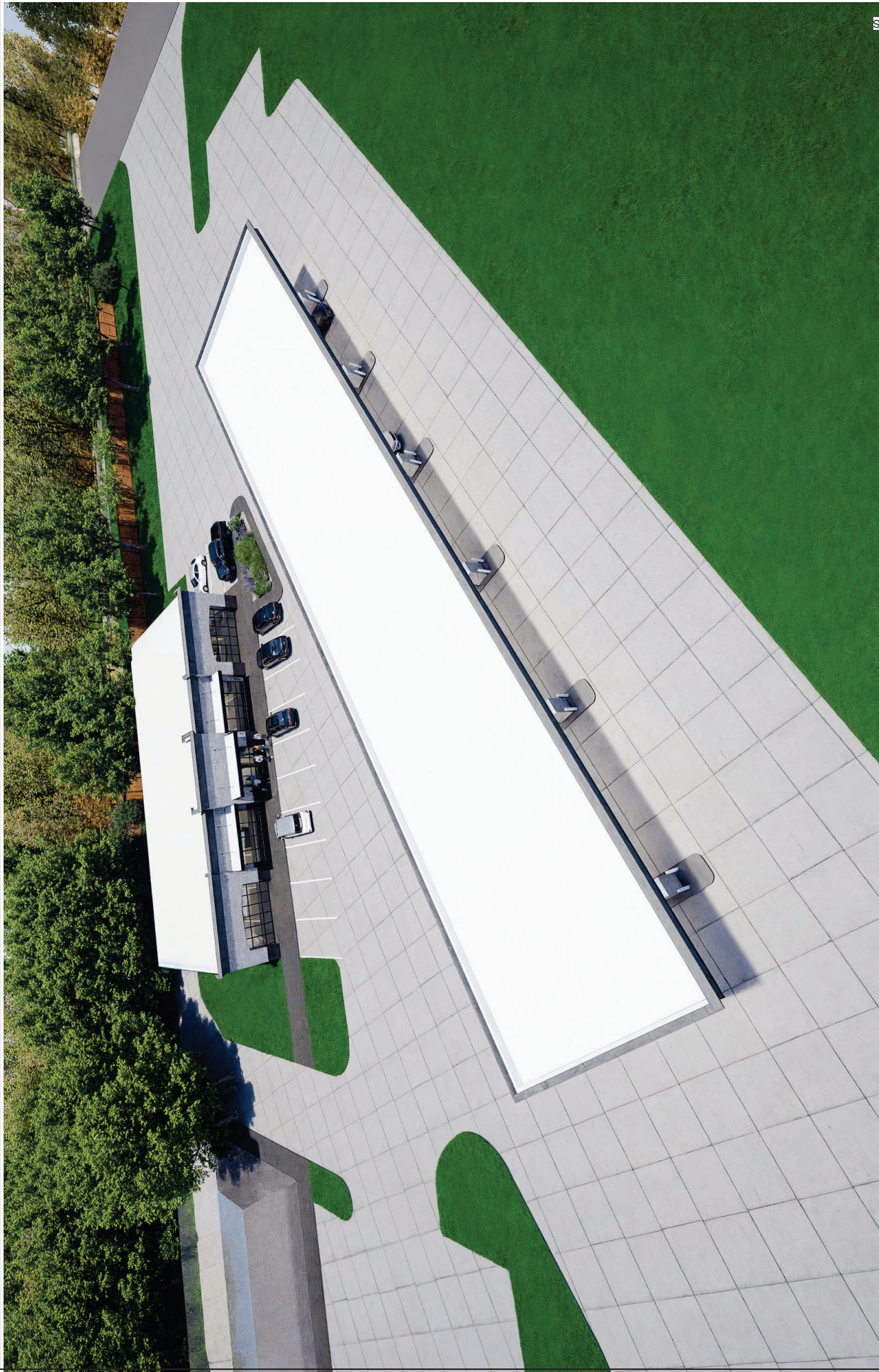
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702 Conventers Street
Brandon, MS 39208
811.720.1655 voice
robert@rgpaarchitect.com

RENDERINGS





Scale:
RENDERINGS

SHEET
A2

PLOTTED
8/22/2025
4:07:09 PM

Real Estate Development
Hardeep Upal
Highway 18 and Highway 468
Brandon, MS

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robert@rpolkarchitect.com

RGPA
pa
ROBERT G POLK ARCHITECT, P.A.

Scale:

RENDERINGS

REAR ELEVATION



FRONT ELEVATION



Scale: 1" = 50'-0"



702 Commerce Street
Jackson, MS 39201
601-720-7655-voice
EMAIL: robertpollard@tcd@msail.com

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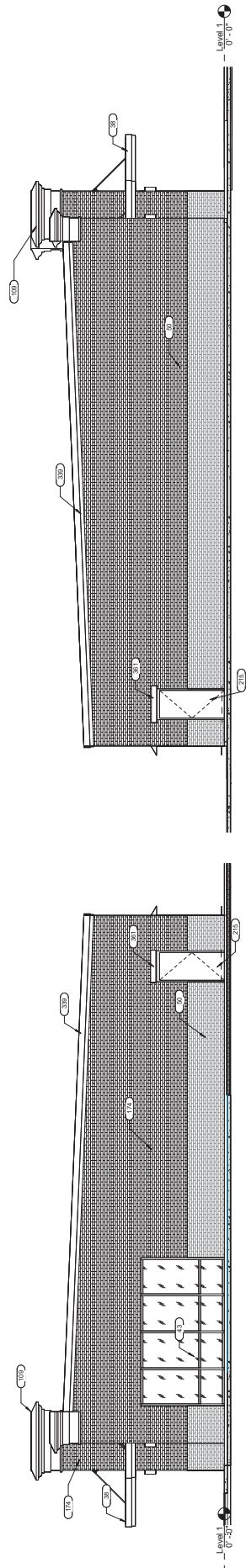
The contract documents are not organized specifically for any craft, trade, discipline, or subcontract. Therefore additional related information may be included in other contract drawings and specifications though not specifically noted on this document. It is the responsibility of each party to refer to a complete set of contract drawings and specifications, and not to a partial specification, and not to a partial or incomplete set of documents.

Real Estate Development
Hardeep Uppal
Highway 18 and Highway 468
Brandon, MS

PLOTTED: 8/22/2025
 4:07:25
 PM

A6

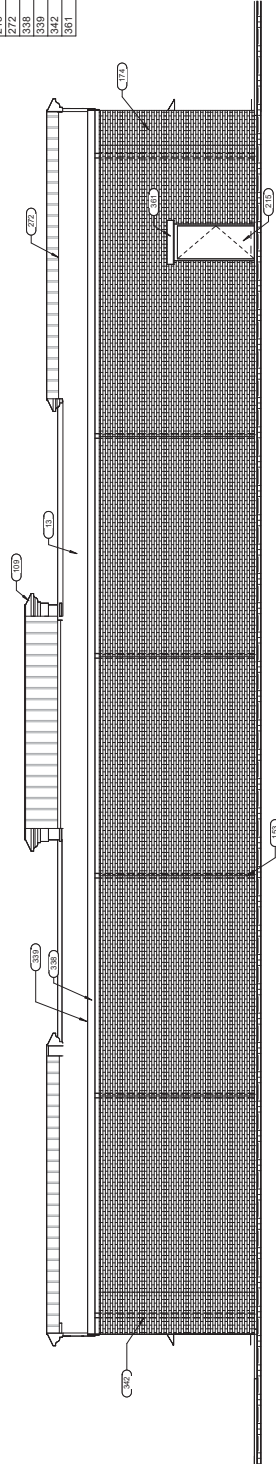
EXTERIOR ELEVATIONS

Scale: $3/16" = 1'-0"$ 

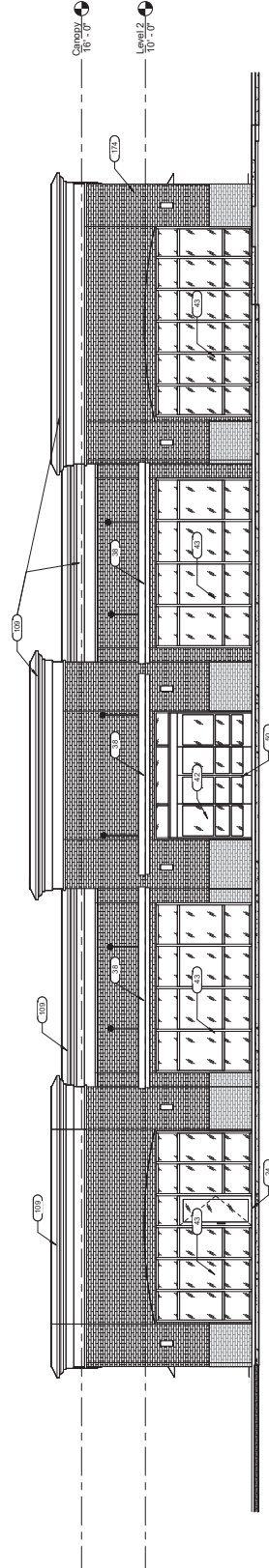
① East
3'16" = 1'-0"

② West

Keynote Legend This Sheet		Keynote Text
Key Value		
13	ABOVE METAL STANDING SEAM ROOF PANELS: COLOR TO BE AS SELECTED BY ARCHITECT	
24	ADA THRESHOLD	
38	CANOPY VERIFY SIZE, COLOR AND LOCATION PROVIDE INTEGRAL GUTTERING AND DOWNSPOUTS AT WALL	
42	CUTTING BOARD	
43	ALUMINUM STOREFRONT SYSTEM	
50	BRICK: COLOR 2 AS SELECTED BY ARCHITECT	
109	EIFFS FASCIA AND WALL CAP	
153	EXPANSION JOINT WITH SEALANT AND BACKER ROD IN BRICK BEHIND DOWNSPOUT	
174	FACE BRICK COLOR 1	
215	HOLLOW METAL DOOR AND FRAME, SEALANT AROUND JOINT AT WALL	
212	METAL SIDING VERTICAL ON PARAPET OVER ROOFING	
339	PREFINISHED METAL FASCIA	
342	REFINISHED DOWNSPOUTS (NOT SHOWN FOR CLARITY OF WALL)	
361	RAIN HOOD OVER DOOR	



③ North



④ South $\frac{2}{2} \times 10^2 = 4 \times 10^2$



COMMUNITY DEVELOPMENT

Rezoning
Application

CITY OF BRANDON, MS

SEP 15 2025

DATE RECEIVED

25-033

CASE NUMBER

Parcel #: I8B-5

COMMUNITY
DEVELOPMENT

344 Hwy 468	108B000005-00000	+/- 1.0
Street Address	Parcel Number	Size in Acres
R-12	(NC) Neighborhood Commercial	
Current Zoning Classification	Proposed Zoning Classification	
Vacant Lot	Retail Commercial	
Current Use of the Property	Proposed Use of the Property	
Is the rezoning consistent with the land use plan? If not, please explain why the rezoning is appropriate: Yes		
Merle Jones East Estate	Mark R. Warren	
Applicant	Contact Name	
105 Precott Drive	(601) 672-3485	
Street Address	Primary Telephone	
Brandon MS 39042	mark@markwarrenre.com	
City State Zip Code	Email	
Owner(s), if different from applicant	dewitt.me@gmail.com	
	Contact Name	
	Mary Ellen Dewitt	
Street Address	Primary Telephone	
541 Red Maple Way	717-368-2165	
Lancaster PA 17603	Email	
City State Zip Code		

The following items are required for consideration of a rezoning:

☒ Completed Application and Non-Refundable \$275 Fee

☒ Ownership Verification Letter

- If the applicant is not the owner, a letter signed and dated by the owner certifying their ownership of the property and authorizing the applicant to represent the person, organization, or business that owns the property.

☒ Legal Written Description of the Property

- If not platted, a metes and bounds legal description of the property.

☒ Written Statement

- A written statement documenting the reason for the rezoning, including evidence that the request complies with the requirements of a rezoning.

☒ Site Plan

- All rezoning applications must be accompanied by a fully-dimensioned site plan locating all easements and restricted use areas, north arrow, all structure-to-property line setback dimensions, location of all property lines, names of all adjacent streets, parking plan, grade elevations at property line corners, proposed and existing utility meters, public sewer connections, private sewage disposal systems and fire hydrant locations.

Applicant's Signature:

Date:

9/11/2025

zoning@brandonms.org

Revised: 04/21/2017



COMMUNITY DEVELOPMENT

Rezoning Acknowledgements



The applicant agrees to:

- If determined by the City Planner or other city officials that a detailed site plan is necessary to review a request to rezone property, a site plan shall be submitted by the applicant in accordance with the Zoning Ordinance of the city and all expenses of the zoning variance review shall be paid by the applicant.
- By signing the application, it is understood and agreed that permission is given to the Department of Community Development to place a sign(s) on said property, giving notice to the public that said property is being considered for zoning action. It is further understood by the applicant that the removal of the sign before the hearing will constitute a withdrawal of the application and the case will not be heard at the next scheduled hearing.
- It is further understood and agreed by the applicant, and permission is hereby granted to the city for inspections, investigations, and/or evaluation reports by the proper departments, pertaining to said property. In the event such investigations, etc., disclose this property does not meet the requirements for the proposed use, then this request will be held in abeyance until such time as those requirements are met and/or evidence of such is submitted.
- The application fee for this request is non-refundable regardless of the outcome.

The applicant agrees to attend the official development review meetings listed below:

Planning Commission Meeting: _____

Board of Aldermen Public Hearing: _____

Both meetings are held in the Board Room of the Brandon Municipal Complex, located at 1000 Municipal Drive in Brandon, Mississippi at 6 o'clock in the evening.

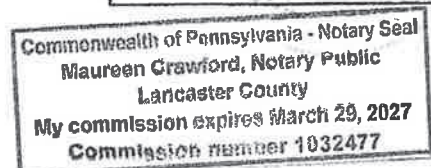
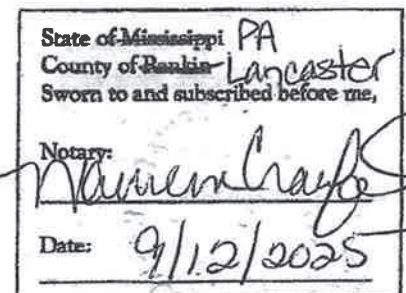
The above information is true, correct, and complete to the best of my knowledge, and I acknowledge the stipulations listed herein.

Applicant: Maureen Crawford
 Executive

Date: 9/12/2025

Owner: _____

Date: _____



Request For Rezoning

I am writing on behalf of the Merle Jones East Estate. I am the Broker of Mark Warren Real Estate and represent the Estate in the sale of their property. The subject property is currently under contract along with the adjacent property owned by the East Family Property, LLC. The total property under contract is approximately 10 acres. The Merle Jones East property is a key piece in this sale because of its location at the corner of Hwy 468 and Hwy 18. The Hwy 18 and Hwy 468 frontage owned by East Family Property, LLC is zoned (NC) Neighborhood Commercial. The Merle Jones East Estate property is currently zoned R12 Residential. The 2025 land use map adopted by the City of Brandon shows the Merle Jones East Property as (NC) Neighborhood Commercial. Granting this rezoning would bring the Merle Jones East Estate property in compliance with the 2025 land use map for the City of Brandon. It would further the sale of both properties and enhance the future development of the Hwy 18 corridor.

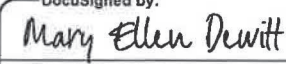
Should you require additional information or documentation please contact me, Mark Warren, at 601-672-3485 or my email at mark@markwarrenre.com.

Sincerely,

DocuSigned by:

C5D4C390202445E... Date 9/11/2025

Mark R. Warren
Mark Warren Real Estate, Inc.

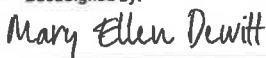
DocuSigned by:

93BDC929EAEA4C9... Date 9/12/2025

Mary Ellen DeWitt
Executrix Merle Jones East Estate

Ownership Verification Letter

I am writing on behalf of the Merle Jones East Estate, owner of a parcel of land in Brandon Mississippi with a parcel number of I08000005 00000. It is located at the corner of Hwy 468 and Hwy 18. Mary Ellen DeWitt is the executrix of the Estate.

I am the Broker of Mark Warren Real Estate, Inc. and represent the Estate in the sale of this property. This letter is to verify the Estate's ownership of the parcel. Should you require further verification or additional information or documentation please contact me, Mark Warren, at 601-672-3485 or my email at mark@markwarrenre.com. I am available to provide any assistance necessary in the verification of ownership by the Estate.

DocuSigned by:

83BDC929EAEA4C9... Date 9/12/2025

Mary Ellen DeWitt
Executrix Merle Jones East Estate

DocuSigned by:

C5D4C390202445E... Date 9/11/2025

Mark R. Warren
Mark Warren Real Estate, Inc.



DESIGN BY: H&M	APPROVED BY: BART DALLARD	REVISIONS
DATE: 07-28-2023	PROJECT NO.: 25-056	
ISSUED FOR: 25-056Basis.dwg		

This instrument was prepared by Wilburn Hyche of the law firm of Rainer & Hyche. Title to the lands and/or interest in lands described herein is not certified unless a separate, written title opinion has been given to, or title insurance obtained for, the Grantees herein by said law firm.

INDEX: SE 1/4 Section 21, T5N, R3E, Rankin County, MS

WARRANTY DEED



STATE OF MISSISSIPPI
COUNTY OF RANKIN

FOR AND IN CONSIDERATION of the sum of Ten Dollars (\$10.00), and other good and valuable considerations, the receipt and sufficiency of all of which is hereby acknowledged, MERLE JONES EAST, GRANTOR(S), does hereby sell, convey and warrant unto RANKIN COUNTY, MISSISSIPPI, GRANTEE, the following described property situated in the County of Rankin, State of Mississippi, being more particularly described as follows, to-wit:

SEE EXHIBIT "A" ATTACHED

Grantor(s) hereby reserves all his/her/their right, title and interest in and to all oil and gas in, on or under said property.

Grantor(s) agrees to pay all ad valorem taxes assessed against the above described property for the current year down to the date of this deed.

It is further understood and agreed that the consideration herein named is in full, complete and final payment, settlement and release of any claims or demands for damage accrued, accruing, or to accrue to the Grantor(s) herein, his/her/their heirs, assigns, or legal representatives, for or on account of the construction of the proposed highway, change of grade, water damage, and/or any other damage, right, or claim whatsoever.

THIS CONVEYANCE is made subject to any and all recorded building restrictions, rights of way, easements, protective

covenants and mineral reservations applicable to the above described property.

WITNESS HIS/HER/OUR SIGNATURE(S), this the 7th day of March, 1997.

✓ Merle Jones East
MERLE JONES EAST

STATE OF MISSISSIPPI
COUNTY OF RANKIN

PERSONALLY appeared before me, the undersigned authority in and for the jurisdiction aforesaid, the within named MERLE JONES EAST, who acknowledged to me that he/she/they signed and delivered the above and foregoing instrument of writing on the day and year therein mentioned.

GIVEN UNDER MY HAND AND OFFICIAL SEAL OF OFFICE, this the 7th day of MARCH, 1997.

W. E. Jones
NOTARY PUBLIC



MY COMMISSION EXPIRES:
NOTARY PUBLIC STATE OF MISSISSIPPI AT LARGE
MY COMMISSION EXPIRES: Apr. 1, 2001.
BONDED THREE NOTARY PUBLIC UNDERWRITERS

GRANTORS ADDRESS:
344 Highway 468
BRANDON, MS 39042
PH. (601)

GRANTEES ADDRESS:
211 E. Government, Suite A
Brandon, Ms 39042
Telephone: (601) 825-1475

PREPARED BY:

WILBURN HYCHE MSB #2942
RATNER & HYCHE
ATTORNEYS AT LAW
202 East Government Street
Post Office Box 258
Brandon, Mississippi 39043
Telephone: (601) 825-0212

EXHIBIT "A"

RANKIN COUNTY, MISSISSIPPI

A tract or parcel of land containing 0.034 ha (0.08 ac) more or less, lying and being situated in the Southeast 1/4 of Section 21, T5N-R3E, City of Brandon, Rankin County, Mississippi and being more particularly described as follows:

Commencing at the Southwest corner of said Section 22; run thence

North 67 Degrees 46 Minutes 52 Seconds West for a distance of 760.491 meters (2495.05 feet) to the Point of Beginning of the herein described property; run thence

South 69 Degrees East for a distance of 7.810 meters (25.62 feet) to a point on the Westerly ROW of Mississippi Highway 468; thence

South 22 Degrees 16 Minutes 17 Seconds West along said ROW for a distance of 42.961 Meters (140.95 feet); thence

North 67 Degrees 30 Minutes West for a distance of 7.808 meters (25.62 feet); thence

North 22 Degrees 16 Minutes 17 Seconds East for a distance of 42.756 meters (140.28 feet) to the Point of Beginning.

The remaining property shall have access along Mississippi Highway

468. signed for purposes of identification, this the 7th day of March, 1997.

Merle Jones East
MERLE JONES EAST



RANKIN COUNTY MS
THIS INSTRUMENT
WAS FILED FOR
RECORD

97 5-6 AM 8:30
IN B 799 P 473
MURPHY ADKINS, CHY. CLK.
BY Phylers D.C.

AFFIDAVIT

PROOF OF PUBLICATION

RANKIN COUNTY NEWS • P.O. BOX 107 • BRANDON, MS 39043

STATE OF MISSISSIPPI COUNTY OF RANKIN

THIS 1ST DAY OF OCTOBER, 2025, personally came Marcus Bowers, publisher of the Rankin County News,

**NOTICE OF ZONING HEARING
FOR THE CITY OF BRANDON,
RANKIN COUNTY, MISSISSIPPI**
NOTICE IS HEREBY GIVEN
TO THOSE PARTIES IN INTEREST
THAT THERE WILL BE A
PUBLIC HEARING BEFORE THE
GOVERNING AUTHORITIES
OF THE CITY OF BRANDON,
MISSISSIPPI, ON MONDAY,
OCTOBER 20, 2025 AT 6:00 O'CLOCK
P.M., IN THE REGULAR BOARD
MEETING ROOM AT BRANDON
CITY HALL, LOCATED AT 1000
MUNICIPAL DRIVE, BRANDON,
MISSISSIPPI, FOR THE PURPOSE OF
DETERMINING WHETHER OR NOT
A REZONING REQUEST SHALL BE
GRANTED TO MERLE JONES EAST
ESTATE FOR THE FOLLOWING
DESCRIBED PROPERTY LOCATED
IN THE CITY OF BRANDON,
RANKIN COUNTY, MISSISSIPPI.

LEGAL DESCRIPTION

FOR

MERLE JONES EAST ESTATE AREA TO BE RE-ZONED FROM R-12 TO NC

A TRACT OR PARCEL OF
LAND CONTAINING 1.03 ACRES,
MORE OR LESS, LYING AND BEING
SITUATED IN THE SOUTHWEST
1/4 OF THE SOUTHEAST 1/4 OF
SECTION 21, T5N-R3E, CITY OF
BRANDON, RANKIN COUNTY,
MISSISSIPPI AND BEING MORE
PARTICULARLY DESCRIBED AS
FOLLOWS:

COMMENCING AT THE
SOUTHWEST CORNER OF SECTION
21, T5N-R3E, CITY OF BRANDON,
RANKIN COUNTY, MISSISSIPPI;
RUN THENCE

NORTH FOR A DISTANCE OF
814.26 FEET TO A POINT; THENCE

EAST FOR A DISTANCE
OF 2936.16 FEET TO A FOUND
CONCRETE RIGHT-OF-WAY
MONUMENT ON THE NORTH
RIGHT-OF-WAY OF MISSISSIPPI
HIGHWAY NO. 18 BEING THE
POINT OF BEGINNING OF THE
HEREIN DESCRIBED PROPERTY;
THENCE

NORTH 67 DEGREES 50
MINUTES 02 SECONDS WEST FOR
A DISTANCE OF 250.97 FEET TO A
SET 1/2 INCH IRON PIN; THENCE

NORTH 22 DEGREES 30
MINUTES 00 SECONDS EAST FOR
A DISTANCE OF 20.00 FEET TO A SET
1/2 INCH IRON PIN; THENCE

NORTH 16 DEGREES 26
MINUTES 00 SECONDS EAST FOR A
DISTANCE OF 176.00 FEET TO A SET
1/2 INCH IRON PIN IN A FENCE
LINE MARKING THE SOUTHERLY
PROPERTY LINE OF THE DOUBLE
L PROPERTIES, INC. PROPERTY AS
RECORDED IN DEED BOOK 757,
PAGE 133 IN THE OFFICE OF THE
CHANCERY CLERK OF RANKIN
COUNTY, MISSISSIPPI; THENCE

SOUTH 53 DEGREES 06
MINUTES 27 SECONDS EAST
ALONG SAID SOUTH PROPERTY
LINE OF THE DOUBLE L
PROPERTIES, INC. PROPERTY AND
FENCE LINE, MORE OR LESS, FOR
A DISTANCE OF 11.81 FEET TO A
FENCE CORNER; THENCE

SOUTH 45 DEGREES 33
MINUTES 51 SECONDS EAST
ALONG THE SOUTHERLY
PROPERTY LINE OF THE DOUBLE
L PROPERTIES, INC. SOUTH 68
DEGREES 11 MINUTES 30 SECONDS
EAST ALONG THE SOUTHERN
PROPERTY AND FENCE LINE,
MORE OR LESS, FOR A DISTANCE
OF 89.50 FEET TO A SET 1/2 INCH
IRON PIN; THENCE

SOUTH 68 DEGREES 11
MINUTES 30 SECONDS EAST
ALONG THE SOUTHERLY
PROPERTY LINE OF THE DOUBLE
L PROPERTIES, INC. AND SAID
FENCE LINE, MORE OR LESS, FOR
A DISTANCE OF 197.07 FEET TO A
FOUND 1/2 INCH IRON PIN ON
THE WEST RIGHT-OF-WAY OF
MISSISSIPPI HIGHWAY NO. 468;
THENCE

SOUTH 30 DEGREES 15
MINUTES 39 SECONDS WEST
ALONG THE WEST RIGHT-OF-WAY
OF MISSISSIPPI HIGHWAY NO. 468
FOR A DISTANCE OF 162.51 FEET
TO THE POINT OF BEGINNING.

PARCEL #18B-5

344 WHY 468

FOR INFORMATION
PERTAINING TO THIS MATTER,
PLEASE CONTACT THE OFFICE OF
COMMUNITY DEVELOPMENT AT

601-824-4580

MARY ANN HESS

CITY CLERK

October 1, 2025

#1374

weekly newspaper printed and published in the City of Brandon, In the
County of Rankin and State aforesaid, before me the undersigned officer in
and for said County and State, who being duly sworn, deposes and says
that said newspaper has been published for more than 12 months prior to
the first publication of the attached notice and is qualified under Chapter
13-3-31, Laws of Mississippi, 1936, and laws supplementary and amendatory
thereto, and that a certain

NOTICE OF ZONING HEARING

MERLE JONES EAST ESTATE

a copy of which is hereto attached, was published in said newspaper One
(1) week, as follows, to-wit:

Vol 178 No. 13 on the 1st day of October, 2025

Marcus Bowers

MARCUS BOWERS, Publisher

Sworn to and subscribed before me by the aforementioned
Marcus Bowers this 1st day of October, 2025

Frances Conger

FRANCES CONGER, Notary Public

My Commission Expires: January 25, 2026

PRINTER'S FEE: (12 cents per word for first insertion and 10 cents per
word for each subsequent insertion)



500 words at .12 each.....	\$61.08
Proof of Publication	3.00
TOTAL	\$64.08



MAYOR BUTCH LEE

Via Certified Mail

October 2, 2025

RE: Case Number 25-033 – Notification to Adjacent Property Owners Regarding a rezoning request from Merle Jones East Estate regarding property located at 344 Hwy 468 (Parcel # I8B-5 PPIN #31579)

To Whom It May Concern,

Please take notice that the Merle Jones East Estate has filed an application for a rezoning request for the property listed above. The owner and applicant of the subject property plan to sell property for future development. The parcel is currently zoned R-12 (Suburban Neighborhood) with a request to change to NC (Neighborhood center) in correlation with remainder of land owned by owners.

A map of the property is attached for the rezoning request.

Community Development staff will be available to answer any questions you may have regarding this application by contacting us via the contact information found below.

The Brandon Board of Aldermen will conduct a public hearing regarding this application on Monday, October 20, 2025, at 6:00 p.m. at the regular board meeting room at Brandon City Hall, located at 1000 Municipal Drive in Brandon.

As an owner of property located adjacent to the above-described property, we are notifying you as a courtesy. You have the right to be present at the hearing and to make any statement or offer any evidence concerning the application subject which you may deem necessary, within the limited five (5) minute time allotted per public comment.

If you have any questions, please feel free to call the Community Development Department at (601) 824-4580 or email me at Rbarnes@brandonms.org.

Sincerely,

Randy Barnes
Community Development

[Print](#)[Search Again](#)

PPIN	Parcel Number	Section	Township	Range
031472	I08A000003 00000	21	05	03
Google Map	GIS Map	Deed Preview	Building Sketch	
External Link	Rankin County GIS Map Viewer	Rankin County Deed Viewer	No sketch found	

Assessed Owner	Appraised Values		
EAST FAMILY PROPERTY LLC ET AL	Land Value	5,320.00	
17 SHOREBIRD LANE COUPEVILLE WA98239	Improvement Value	0.00	
	Total	5,320.00	
	Assessed Values		
Location	Land Value	798.00	
	Improvement Value	0.00	
	Total	798.00	
0	Building Info.		
Legal Description	Year Built	0	
APPROX 36.6A IN N PT S2 SW4 & IN SW4 SE4 W HWY 468 LESS 3 AC & LESS 10.48 AC DB 474 PG 0204 0110784	Base Area	0	
	Adjusted Area	0	
	Structure Code		
TAXES		Deed Info	
County	Due	Book	2014
City	51.80	Page	5801
School	38.78	Date	4/1/2014
Total	65.54	Miscellaneous	
Paid By	156.12	Homestead Code	
Paid - Receipt #	OCTANE FUNDING LLC		
Date Paid	Y		
# of Payments	1/30/2025		
Penalty Paid	0		

[Print](#)[Search Again](#)

PPIN	Parcel Number	Section	Township	Range
069112	I08B000006 00030	21	05	03
Google Map	GIS Map	Deed Preview	Building Sketch	
External Link	Rankin County GIS Map Viewer	Rankin County Deed Viewer	01	

Assessed Owner	Appraised Values			
BUNTING CHRISTINE	Land Value	12,000.00		
83 GOLDEN ESTATES DR BRANDON MS39042	Improvement Value	77,250.00		
	Total	89,250.00		
	Assessed Values			
Location	Land Value	0.00		
	Improvement Value	8,925.00		
	Total	8,925.00		
0	Building Info.			
Legal Description	Year Built	1996		
0.32 AC IN NW4 SE4 S OF GOLDEN ESTATES DR	Base Area	1241		
	Adjusted Area	1439		
	Structure Code	001		
	Deed Info			
TAXES			Book	2005
County	222.53	222.53	Page	12123
City	294.53	294.53	Date	6/14/2005
School	347.84	347.84	Miscellaneous	
Total	864.90	864.90	Homestead Code	4
Paid By	PENNYMAC			
Paid - Receipt #	Y			
Date Paid	12/28/2024			
# of Payments	1			
Penalty Paid	0			

[Print](#)[Search Again](#)

PPIN	Parcel Number	Section	Township	Range
068807	I08B000006 00020	21	05	03
Google Map	GIS Map	Deed Preview		Building Sketch
External Link	Rankin County GIS Map Viewer	Rankin County Deed Viewer		01

Assessed Owner			Appraised Values	
GASKAMP JONATHAN K			Land Value	12,000.00
81 GOLDEN ESTATES DR BRANDON MS39042			Improvement Value	75,490.00
			Total	87,490.00
			Assessed Values	
Location			Land Value	0.00
			Improvement Value	8,749.00
			Total	8,749.00
81 GOLDEN ESTATES DR			Building Info.	
Legal Description			Year Built	1996
			Base Area	1208
			Adjusted Area	1393
0.28 AC IN NW4 SE4 AKA LOT 3 GOLDEN ESTATES BLVD			Structure Code	001
TAXES	Due	Paid	Deed Info	
County	215.18	215.18	Book	2017
City	288.72	288.72	Page	22011
School	338.02	338.02	Date	9/20/2017
Total	841.92	841.92	Miscellaneous	
Paid By	GASKAMP JONATHAN K,		Homestead Code	4
Paid - Receipt #	Y			
Date Paid	12/30/2024			
# of Payments	1			
Penalty Paid	0			

[Print](#)[Search Again](#)

PPIN	Parcel Number	Section	Township	Range
031580	I08B000006 00000	21	05	03
Google Map	GIS Map	Deed Preview	Building Sketch	
External Link	Rankin County GIS Map Viewer	Rankin County Deed Viewer	01	
Assessed Owner			Appraised Values	
DOUBLE L PROPERTIES INC			Land Value	12,000.00
120 A SUMMER RIDGE PEARL MS39208			Improvement Value	96,270.00
			Total	108,270.00
			Assessed Values	
Location			Land Value	14,441.00
			Improvement Value	1,800.00
			Total	16,241.00
0			Building Info.	
Legal Description			Year Built	1997
APPROX 0.52 AC AT CORNER OF GOLDEN ESTATES DR & HWY 468 IN SW4 SE4			Base Area	1323
DB 239 PG 0409 0041568			Adjusted Area	1693
			Structure Code	001
TAXES			Deed Info	
County	677.90	677.90	Book	799
City	535.95	535.95	Page	435
School	905.92	905.92	Date	5/6/1997
Total	2,119.77	2,119.77	Miscellaneous	
Paid By	DOUBLE L PROPERTIES INC &		Homestead Code	
Paid - Receipt #	Y			
Date Paid	12/26/2024			
# of Payments	1			
Penalty Paid	0			

[Print](#)[Search Again](#)

PPIN	Parcel Number	Section	Township	Range
031578	I08B000004 00000	21	05	03
Google Map	GIS Map	Deed Preview	Building Sketch	
External Link	Rankin County GIS Map Viewer	Rankin County Deed Viewer	01	

Assessed Owner	Appraised Values					
BURRAGE ALICE PATRICIA BAILEY EST	Land Value	9,500.00				
24 CROSSGATES DR BRANDON MS39042	Improvement Value	106,900.00				
	Total	116,400.00				
	Assessed Values					
Location	Land Value	0.00				
	Improvement Value	17,460.00				
	Total	17,460.00				
343 HWY 468	Building Info.					
Legal Description	Year Built	1993				
	Base Area	1636				
	Adjusted Area	1985				
	Structure Code	001				
1 AC IN SW1/4 SE1/4 E OF HWY 468 WB 7 PG 177 0122870 DB 108 PG 264 0022040	Deed Info					
TAXES	County	728.78	728.78	Book	2021	
	City	576.18	576.18	Page	27157	
	School	973.92	973.92	Date	10/15/2021	
	Total	2,278.88	2,278.88	Miscellaneous		
	Paid By	BURRAGE PATRICIA BAILEY			Homestead Code	
	Paid - Receipt #	Y				
Date Paid	1/24/2025					
# of Payments	1					
Penalty Paid	0					

[Print](#)[Search Again](#)

PPIN	Parcel Number	Section	Township	Range
068203	I08B000004 00060	21	05	03
Google Map	GIS Map	Deed Preview		Building Sketch
External Link	Rankin County GIS Map Viewer	Rankin County Deed Viewer		No sketch found
Assessed Owner			Appraised Values	
BURRAGE PATRICIA BAILEY			Land Value	7,140.00
24 CROSSGATES DR BRANDON MS39042			Improvement Value	0.00
			Total	7,140.00
			Assessed Values	
Location			Land Value	1,071.00
			Improvement Value	0.00
			Total	1,071.00
0			Building Info.	
Legal Description 1.0192 AC IN SW4 SE4 WB 7 PG 177 0122870 DB 108 PG 264 0022040			Year Built	0
			Base Area	0
			Adjusted Area	0
			Structure Code	
TAXES			Deed Info	
County	44.70	44.70	Book	2005
City	35.34	35.34	Page	13162
School	59.74	59.74	Date	6/27/2005
Total	139.78	139.78	Miscellaneous	
Paid By	BURRAGE PATRICIA BAILEY		Homestead Code	
Paid - Receipt #	Y			
Date Paid	1/24/2025			
# of Payments	1			
Penalty Paid	0			

Thursday, October 2, 2025 at 3:39 PM
N 32° 15' 25", W 89° 59' 44"
Brandon, MS



PUBLIC NOTICE
ZONING ACTION
A PUBLIC HEARING WILL
BE HELD CONCERNING
THIS PROPERTY.
FOR FURTHER INFORMATION
CONTACT CITY HALL AT
601-825-5021
www.brandonsms.org

Bill Vance Park

GARA DR

DANA ST

BRANDON, MS

**ORDINANCE OF THE CITY OF BRANDON, MISSISSIPPI RE-ZONING DESCRIBED
PROPERTY FROM R-12 (SUBURBAN NEIGHBORHOOD)
TO NC (NEIGHBORHOOD CENTER)**

WHEREAS, on October 20, 2025, the Mayor and Board of Aldermen of the City of Brandon, Mississippi, held a public hearing as described in the proof of publication of the Notice of Hearing which is appended to the Minutes, in connection with the application of The Estate of Mary Jones East, to rezone that certain property described in Exhibit “A” attached hereto and designated as Tax Parcel #I8B-5 - PPIN#31579, (“Subject Property”) from R-12 (Suburban Residential) to NC (Neighborhood Center); and

WHEREAS, the Mayor and Board of Aldermen do hereby find that notice of said public re-zoning hearing was given as required by law and having considered the application and based upon the evidence and testimony received in connection with the proposed re-zoning of the Subject Property and upon the recommendation of the City of Brandon Planning Commission and the City’s Community Development Department, and input from citizens and others, the City of Brandon finds that the zoning classification for the Subject Property should be amended as set forth in the application, first finding, based on the Staff Report #25-033 presented by the Community Development Department and related evidence submitted which is included in the record of these proceedings, that the applicant has shown by the requisite burden of proof that proposed re-zoning change of the Subject Property is necessary because of changing conditions in the City and will more suitably promote the public health, safety and welfare than the exiting district which the amendment would replace and a public need for the re-zoning exists, and such change is consistent with the City’s Comprehensive Plan; and

WHEREAS, consistent with the findings herein the Subject Property should be re-zoned from R-12 (Suburban Residential) to NC (Neighborhood Center) and the official zoning map of the City of Brandon should be amended to reflect said amendment.

NOW THEREFORE BE IT ORDAINED by the Mayor and Board of Aldermen of the City of Brandon, Mississippi:

Section 1. That the Subject Property should be and the same is hereby re-zoned and classified by the City of Brandon, Mississippi as NC (Neighborhood Center).

Section 2. That the official zoning map of the City of Brandon, Mississippi should be and the same is hereby altered and amended to reflect the re-zoning classification set forth herein-above with respect to the Subject Property, and the City Clerk and/or her designee is hereby authorized to take all actions necessary to reflect said re-zoning classification of the Subject Property as set forth herein-above on the official zoning map of the City of Brandon, Mississippi.

Section 3. That upon unanimous vote of the members of the Board of Aldermen, this Ordinance shall go into effect immediately in order to insure the efficient and orderly and timely development of the Subject Property. However, in the event the vote of the Board of Aldermen is less than unanimous, that this Ordinance shall go into effect thirty (30) days after the adoption hereof.

Section 4. That this Ordinance having been previously reduced to writing, a motion was made by Alderman _____ and seconded by Alderman _____ to adopt the same and no request having been made by the Mayor or any member of the Board of Aldermen that the same be read by the City Clerk before a vote was taken, and reading of such having been

waived, this 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	_____
Jereme King, Alderman Ward 5	_____
David Farris, Alderman Ward 6	_____

The Mayor thereby declared the motion carried and the Ordinance adopted and approved on this the 20th day of October 2025.

BUTCH LEE, MAYOR

ATTEST:

MARY ANN HESS, CITY CLERK

EXHIBIT “A”



MEMORANDUM

TO: HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN
FROM:
DATE: 10/16/2025
SUBJECT: CONSIDERATION OF A COMPREHENSIVE SIGN PLAN FOR GRA

ATTACHMENTS:

1. 25-035 MABOA Staff Report Gray Daniels Lincoln Comp Sign Plan Combined



STAFF REPORT

CASE # 25-035

Subject Matter: Comprehensive Sign Plan Request

Subject Property: Gray Daniels Ford Lincoln
1731 W. Government
Parcel # H8M-6-31

Zoning District: CC

Ward: 4- Coker

Overview:

The property at 1731 W. Government St is being rebranded as Gray Daniels Lincoln. The applicant is requesting consideration of the main detached monument with a sign height of 20.6 feet and 159.7 Sf of Sign area. Within that sign area the Lincoln emblem with Approximately 17.62 SF and "LINCOLN" letters 19.7246 SF which Calculates a total of 37.3446 of signage.

Additional building signs they are requesting for consideration for a total of four signs. One stating the product they sell. Another one being the dealer's name which is an informational / directional sign with the fourth being the Lincoln Emblem attached to the wall.

"LINCOLN" 26 inch in height letters
"GRAY DANIELS" 12 inch in height letters
"SERVICE" 18 inch in height letters
LINCOLN Emblem 1'7"W X 5'1" H

The proposed wall signs exceed the allowable signage requirement of the CC zoning district. The building is positioned to allow for 1 wall signs as it fronts Hwy 80. The current ordinance permits wall signs up to 100 square feet.

- CC zoning district requires:
 - 1 square foot of wall sign / 1 linear foot of building frontage
 - 1 sign per street frontage

As an alternative to the prescribed sign standards a Comprehensive Sign Plan for a proposed or existing development may be approved by the Mayor and Board.

The purpose of a Comprehensive Sign Plan is to provide for the establishment of signage criteria that are tailored to a specific development or location, and which may vary from specific Ordinance provisions. The intent is to provide flexible sign criteria that promote superior design through architectural integration of the site, buildings and signs.

The applicant must prove the following:

- The development site contains unique or unusual physical conditions, such as topography, proportion, size or relation to a public street that would limit or restrict normal Sign visibility; or
- The proposed or existing development exhibits unique characteristics of land use, architectural style, site location, physical scale, historical interest or other distinguishing features that represent a clear variation from conventional development; or

Application # 25-035
Date Received: October 16, 2025
Subject Property: 1731 W. Government ST
Applicant: Deep South Signs / Gray Daniels Ford Lincoln

- The proposed signage incorporates special design features such as logos, emblems, murals or statuary that are integrated with the building architecture.

The applicant is requesting approval of their Comprehensive Sign Plan as prescribed in the zoning ordinance due to the unique characteristics as listed below:

“The Proposed signs of the new Gray Daniel’s Lincoln Dealership are consistent with the Lincoln Brand sign standards. They will also be constant with the area of the other commercial dealerships and businesses.”

See “Letter From Applicant” for further information.

Staff Recommendation:

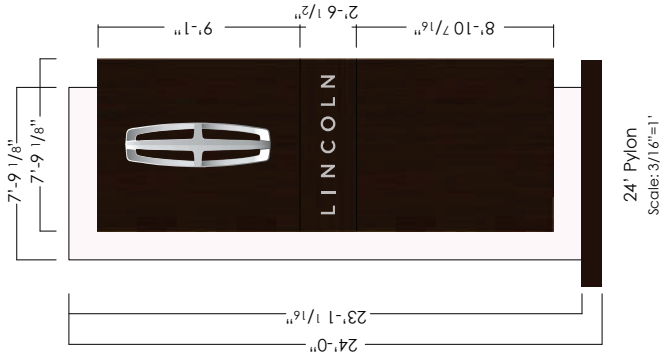
Staff finds that the Comprehensive Sign Plan meets the standards to be approved and recommends approval of the requested Comprehensive Sign Plan.

Exhibits:

- A) Letter from Applicant
- B) Sign Application
- C) Sign Drawings

Report Prepared By: Randy Barnes, Community Development

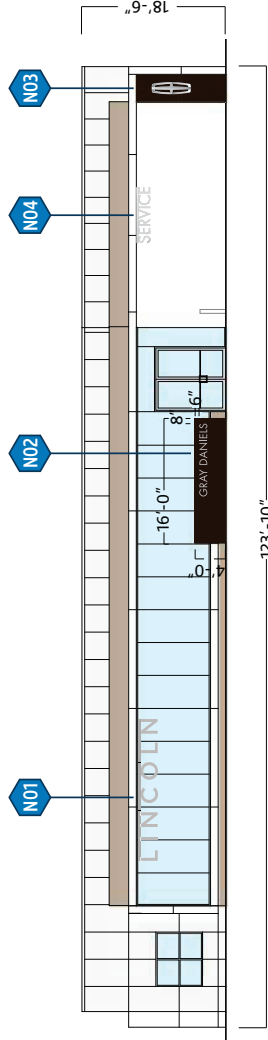
24' PYLON SIGN



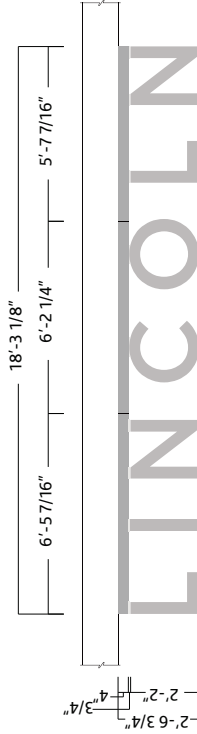
LINCOLN SIGN FAMILY

2655 International Pkwy., Virginia Beach, VA 23452 • PHONE: (800) 877-7868 • www.AGI.net





N01



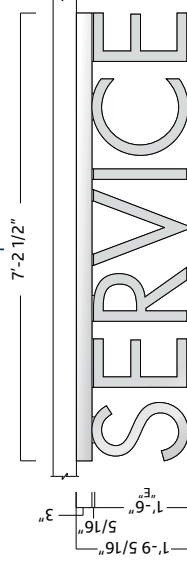
26 IN LINCOLN LETTERS
Scale: 1/4"=1'

N02



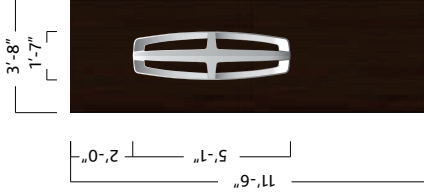
12 IN DEALER NAME LETTERS
Scale: 1/2"=1'

N04



SERVICE LETTERS
Scale: 1/2"=1'

N03



61" LINCOLN STAR WALL
Scale: 1/4"=1'

Elevations Scale: 1/16"=1'
Signage Scale: As Noted

Approved By: Name _____
Date _____

Dealer Code: L22621

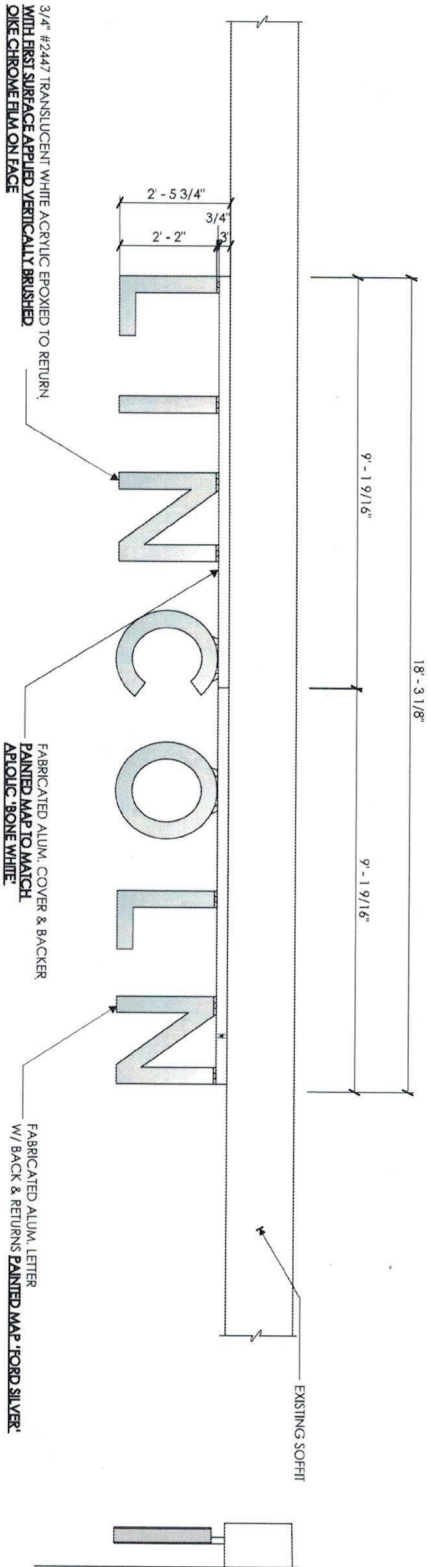
Dealership: Gray-Daniels Lincoln

City, State: Brandon, MS

Date: 10/06/2025



REVISIONS			
REV.	ECR NUMBER	REV CHANGE	DATE
A	83043	NEW TITLE BLOCK, NEW LED LAYOUT	08/31/23
B	87932	CHANGED ACM ATTACHMENT TO PVC	05/28/24
			DRAFTER EHP
			FN

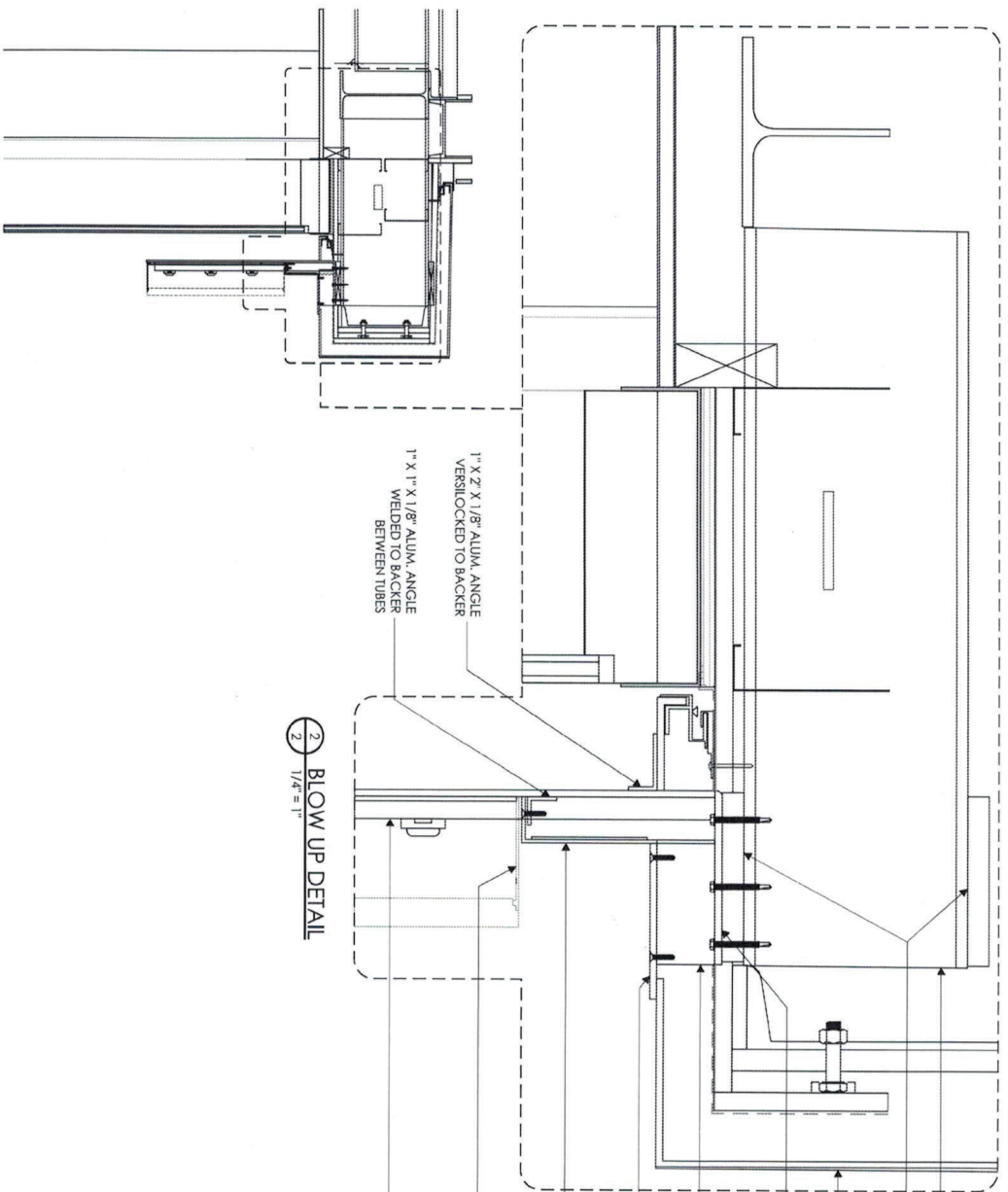


1 FRONT ELEVATION
3/8" = 1'-0"

2 SIDE VIEW
3/8" = 1'-0"

Program/ Customer:		LINCOLN	
Interior/ Exterior:	EXTERIOR		
Sign Type:	CHANNEL LETTER		
Engineer:	M. SMITH		
Wind Speed:	115 MPH / IBC 2012		
Illumination:	ILLUMINATED	LED SIGN 25' LINCOLN CHANNEL LETTERS	
Voltage:	120V	SCALE: 3/8" = 1'-0"	15293-LINCL-28

REVISIONS			
REV.	ECR NUMBER	REV CHANGE	DATE
A	83043	NEW TITLEROCK, NEW LED LAYOUT	08/31/23
B	87932	CHANGED ACM ATTACHMENT TO PVC	05/28/24
			RN

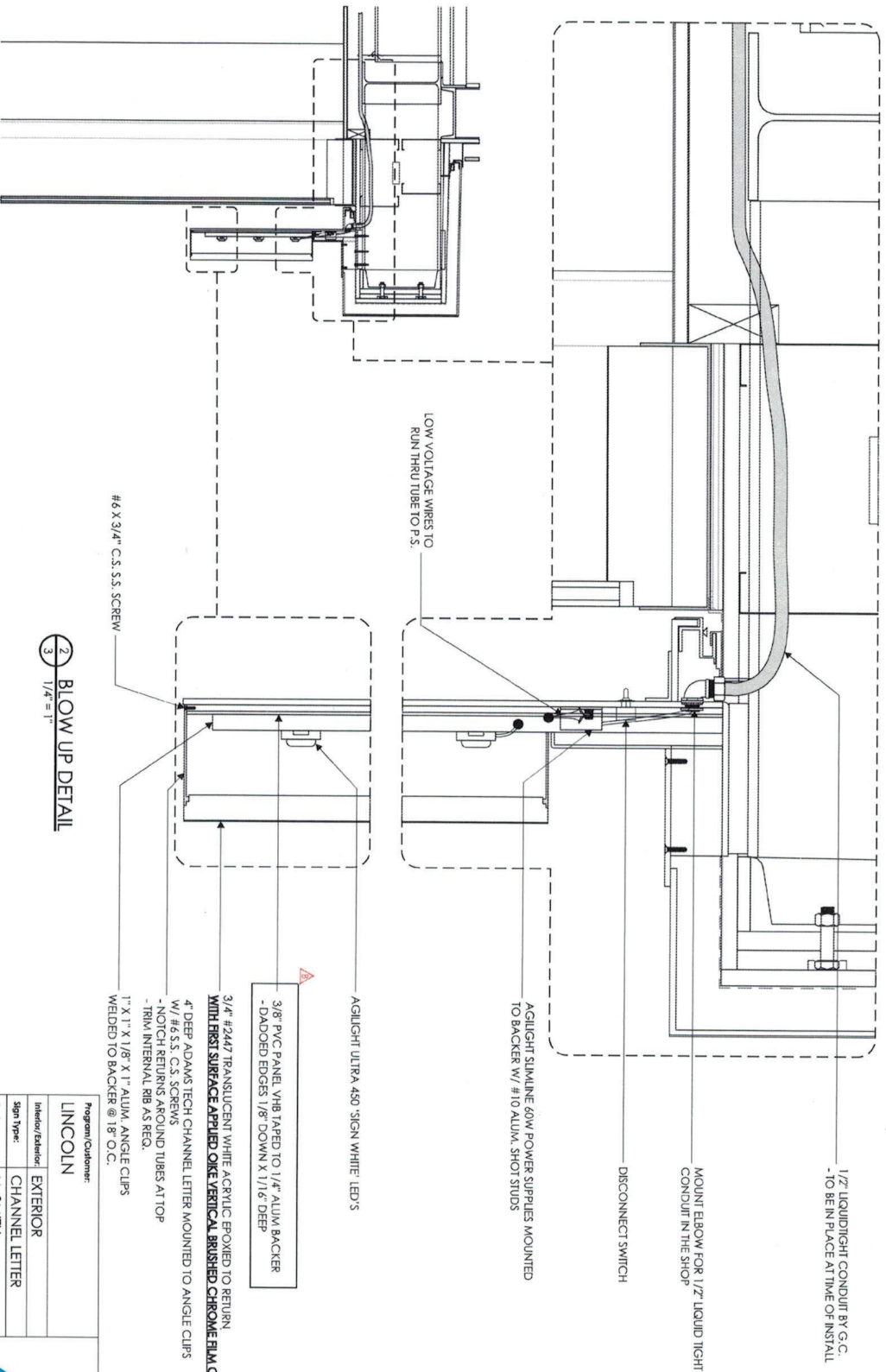


2 BLOW UP DETAIL
1/4" = 1"

1 SECTION VIEW @ MOUNTING
3/4" = 1'-0"

Program/Orderer: LINCOLN		 26" LINCOLN CHANNEL LETTERS	
Interior/Exterior:	EXTERIOR		
Sign Type:	CHANNEL LETTER		
Engineer:	M. SMITH		
Windspeed:	115 MPH / IBC 2012		
Illumination:	ILLUMINATED		
Voltage:	120V	SCALE 3/8" = 1'-0"	15293-LINCL-26

REVISIONS			
REV.	ECR NUMBER	REV CHANGE	DATE
A	83043	NEW TITLER LOCK, NEW LED LAYOUT	08/31/23
B	87932	CHANGED ACM ATTACHMENT TO PVC	05/28/24
			FAN



SECTION VIEW @ ELECTRICAL

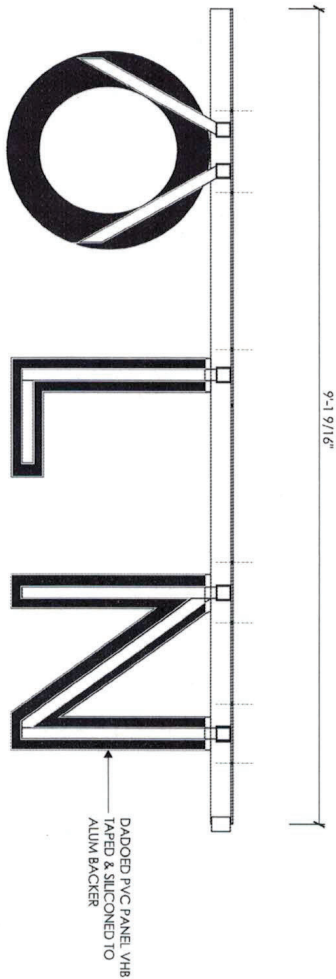
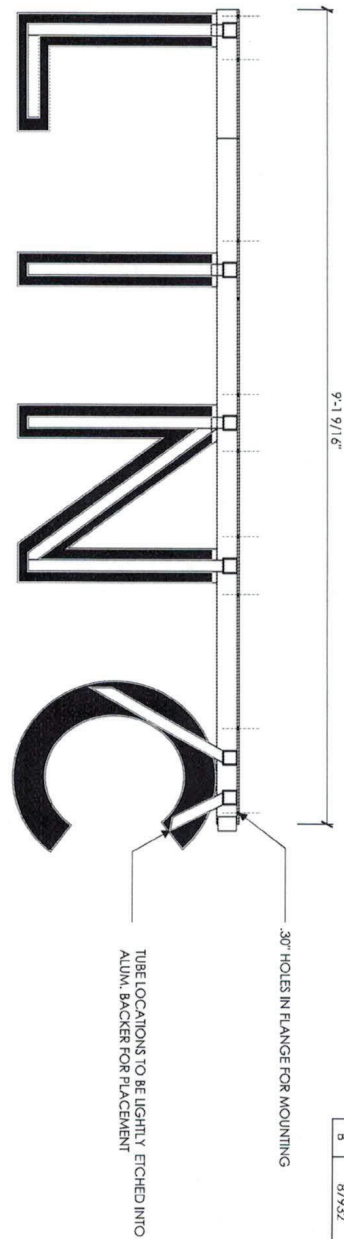
3/4\" = 1'-0"

BLOW UP DETAIL

1/4\" = 1"

Program/Outsource:		LINCOLN	
Interior/Exterior:	EXTERIOR		
Sign Type:	CHANNEL LETTER		
Engineer:	M. SMITH		
Windspeed:	115 MPH / IBC 2012		
Illumination:	ILLUMINATED	26\" LINCOLN CHANNEL LETTERS	
Voltage:	120V	SCALE: 3/8\" = 1'-0"	

REVISIONS			
REV.	ECR NUMBER	REV. CHANGE	DATE
A	83043	NEW TITLEBLOCK, NEW LAYOUT	08/31/23
B	87932	CHANGED ACM ATTACHMENT TO PVC	05/28/24
			RN



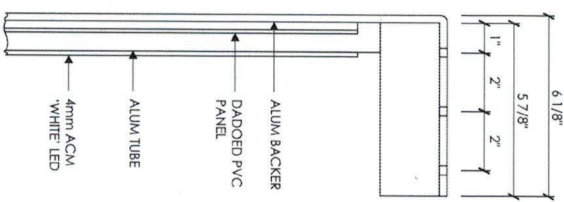
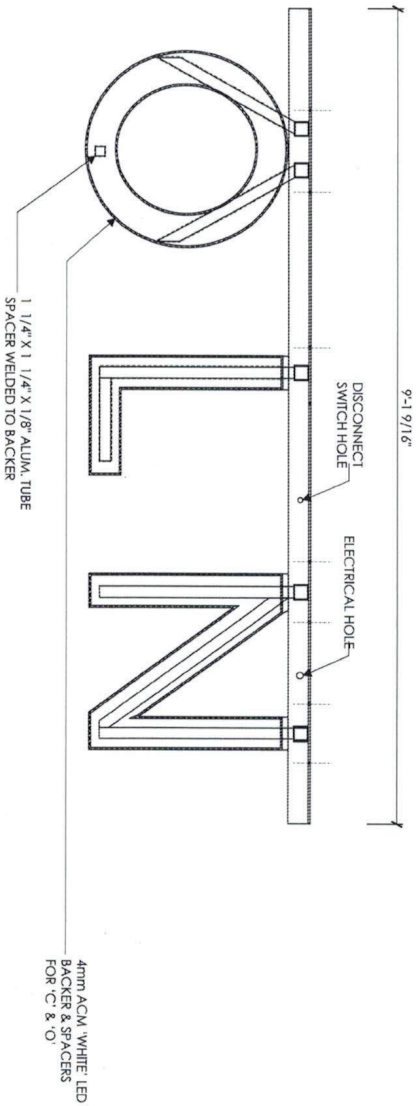
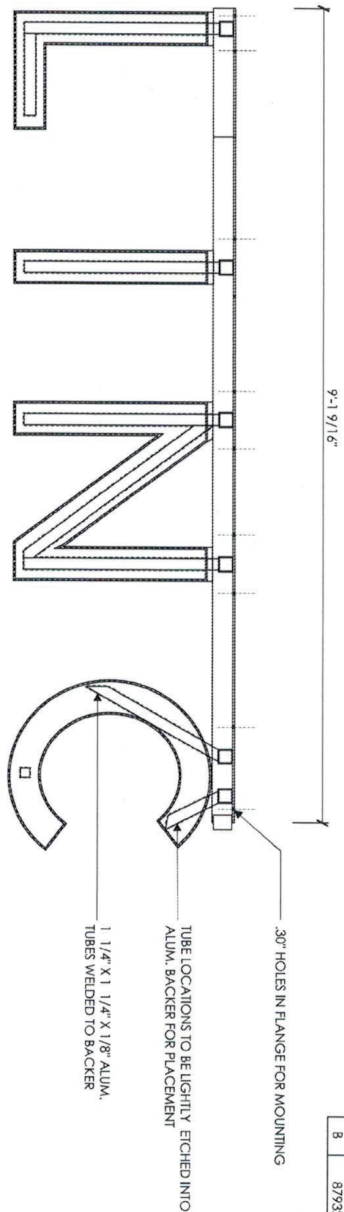
1 PVC PANEL LAYOUT
3/4" = 1'-0"

2 SIDE DETAIL
1/4" = 1'-0"

Program/Outcomes: LINCOLN	
Interior/Exterior:	EXTERIOR
Sign Type:	CHANNEL LETTER
Engineer:	M. SMITH
Windspeed:	115 MPH / IBC 2012
Illumination:	ILLUMINATED
Voltage:	120V
SCALE 3/8" = 1'-0"	
26" LINCOLN CHANNEL LETTERS	
15293-LN-CL-26	



REVISIONS				
REV.	ECR NUMBER	REV CHANGE	DATE	DRAFTER
A	83043	NEW TITLEBLOCK, NEW LED LAYOUT	08/31/23	EHP
B	87932	CHANGED ACM ATTACHMENT TO PVC	05/28/24	RN

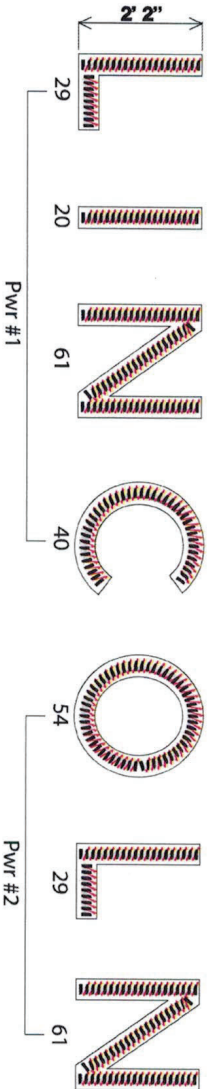


Program/Client:		LINCOLN	
Interior/Exterior:	EXTERIOR		
Sign Type:	CHANNEL LETTER		
Engineer:	M. SMITH		
Windspeed:	115 MPH / IBC 2012		
Illumination:	ILLUMINATED	26" LINCOLN CHANNEL LETTERS	
Voltage:	120V	SCALE 3/8" = 1'-0"	15293-LN-CL-26

REVISIONS				
REV.	ECR NUMBER	REV CHANGE	DATE	DRAWER
A	83043	NEW TITLE BLOCK, NEW LED LAYOUT	08/31/23	FHP
B	87932	CHANGED ACM ATTACHMENT TO PVC	05/28/24	RN



PRO PREMIUM 2 HO



Date 01 September 2023	Surge Protector (Optional) (1) PSP3-20-120-277V	Modules per Foot 1.52	Total System Wattage 169.48W
Can Depth 4"	Power Supply (2) PS24-100W-GN	Module Spacing 1.25" to 1.32"	Total LED Wattage 144.06W
Module (234) LS-PRO2-24-HO-65K-200-A	Power Supply Location Remote	Row Spacing 26"	Dimensions 26"

- 1) **UNLESS OTHERWISE SPECIFIED:** All layouts are for a single face sign or a single set of letters and the depth of the application considered for the layout is 5 inches.
- 2) LED module placement is approximate. Agilight® recommends the sign manufacturer verify the LED placement and quantity to ensure even illumination and brightness expectations are achieved.
- 3) Estimates are based on the quality of art work and information provided by the customer, this includes: font style, letter height, depth, face material, and any special instructions. Missing information may cause delays in the delivery of estimates, as well as effect product selection, accurate quantities, and brightness.
- 4) For installation instructions of Agilight® LED systems please refer to www.Agilight.com under the RESOURCES section or contact an Agilight® Inside Sales Representative at: +1.866.482.0203

Program/ Customer: LINCOLN		LED PARTS 26" LINCOLN CHANNEL LETTERS	
Interior/ Exterior:	EXTERIOR	LED PARTS	
Sign Type:	CHANNEL LETTER	LED PARTS	
Engineer:	M. SMITH	LED PARTS	
Windspeed:	115 MPH / IBC 2012	LED PARTS	
Illumination:	ILLUMINATED	LED PARTS	
Voltage:	120V	SCALE: 3/8" = 1'-0"	



15289-LINCOLN-28

SHEET 6 OF 6



Project Title
LINCOLN

Date 09.17.18

AGI EOR C. MILLER
Lead Drafter FKN
Drawn by INW

Project Mgr. L. CLAIBORNE

General Sign Specifications

☐ Interior ☒ Exterior
☐ Single Faced ☐ Double Faced
WEIGHT - 200 LBS

☐ Non-Illuminated
☒ Illuminated

120 volts 1.0 Amps(4-7)

Location 115 MTH / BIC 2012

Drawing Revisions		
Drawn By	Date	Change
FKN	06.11.19	CHANGED LED MODULE & LAYOUT
FKN	04.16.20	CHANGED VINYL COLOR
FKN	07.14.21	ADDED SIGN WEIGHT
DLR	10.13.21	ADDED ALUM. STIFFENING TUBS, GENERAL UPDATES
POR	11.08.21	INCLUDE SHOP DIMENSIONS PER W.O. 66662
POR	11.10.21	51080 - INCLUDE ACM BACKER DETAIL
ELL	03.29.22	53260 - ADD SQ. TUBE FOR ELECTRICAL
DLR	04.12.22	53496 - ADDED WEIGHT ESTIMATE
FKN	07.07.22	55040 - ADDED SIGN WEIGHT

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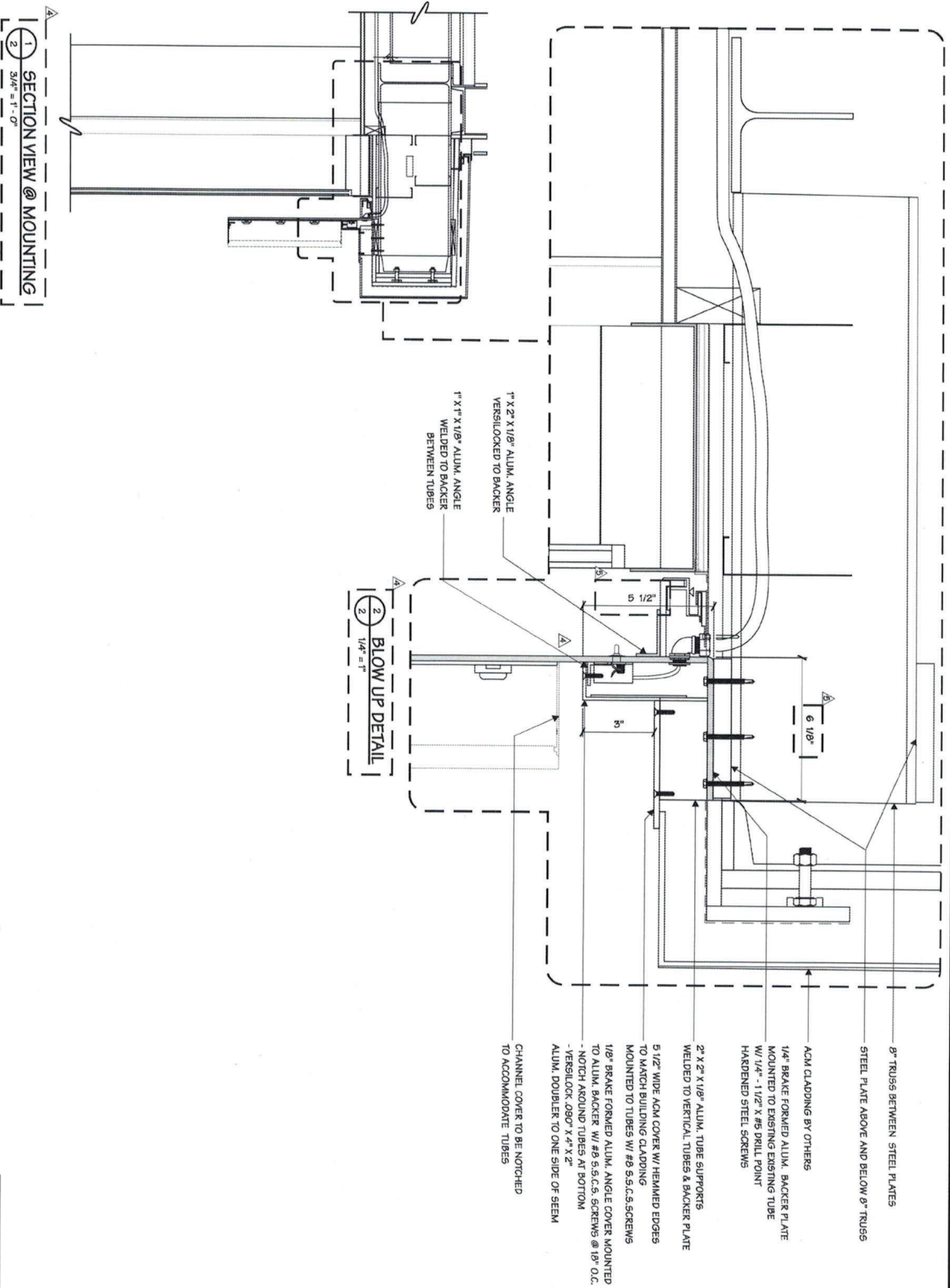
Code 15293

Sign Type SV-18

Pg #: 2

2555 International Parkway
Virginia Beach, VA 23462

C:\AGI PDM\Manufacturing\Production Library\LINCOLN.SV-1809





Project Title

LINCOLN

Date 03.17.18

Asst. Est. C. MILLER

Lead Drafter RKN

Drawn By INW

Project Mgr. L. CLAIBORNE

General Sign Specifications

☐ Interior ☒ Exterior

☐ Single Faced ☐ Double Faced

WEIGHT - 200 LBS

☐ Non-Illuminated

☒ Illuminated 120 Volts 1.0 Amps(4-1)

Location

Windload 115 MPH / IRC 2012

Drawing Revisions	
Drawn By	Date
FKN	06.11.19
FKN	04.16.20
FKN	07.14.21
DLR	10.13.21
POR	11.08.21
POR	11.10.21
ELL	03.29.22
DLR	04.12.22
FKN	07.07.22
Change	
CHANGED LED MODULE & LAYOUT	
CHANGED VINYL COLOR	
ADDED SIGN WEIGHT	
INCLUDE SHOP DIMENSIONS PER W.O. 66662	
51080 - INCLUDE ACM BACKER DETAIL	
53260 - ADD SQ. TUBE FOR ELECTRICAL	
53496 - ADDED WEIGHT ESTIMATE	
55040 - ADDED SIGN WEIGHT	

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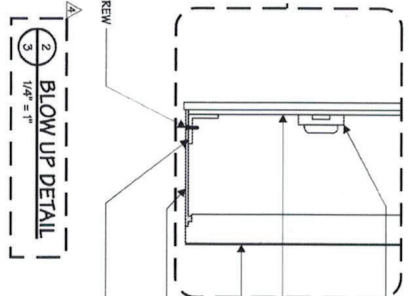
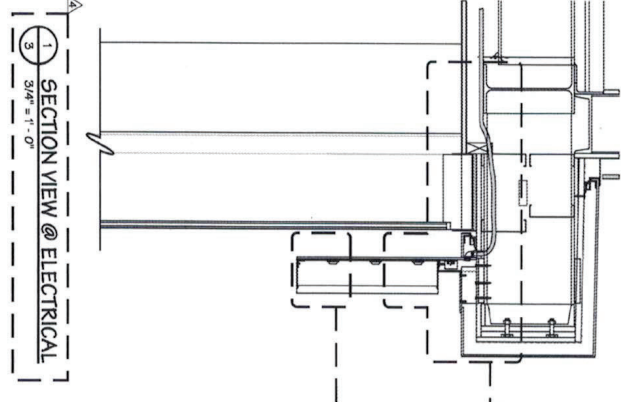
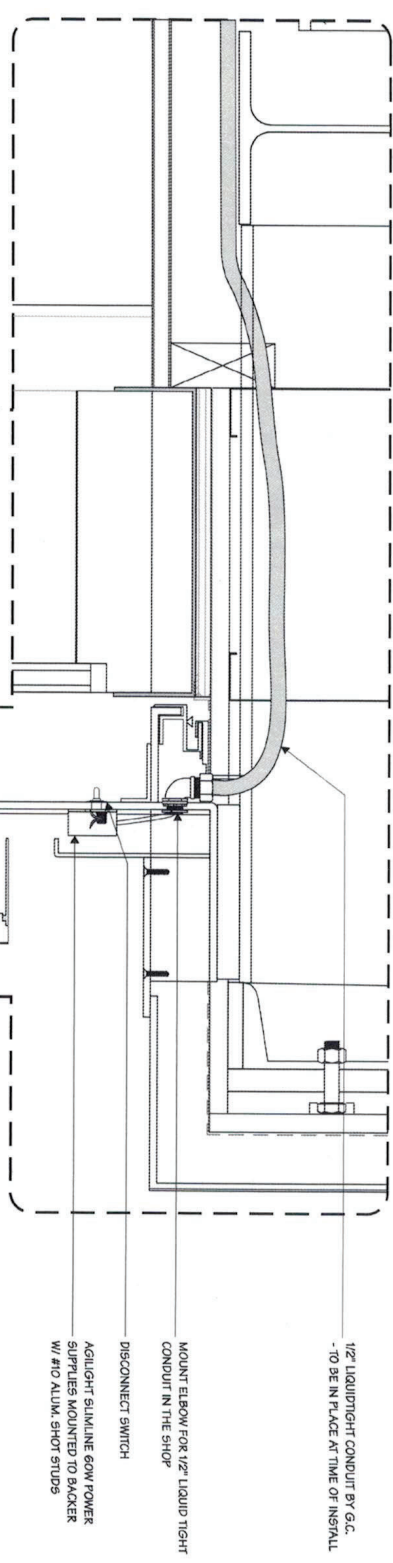
Code 15293

Sign Type

SV-18

Type C

Pg. 3



- AGILIGHT ULTRA 480 SIGN WHITE LEPS
- 4mm ACM BACKER PANEL W/ WB TAPED TO BACK
- 3/4" #23447 TRANSLUCENT WHITE ACRYLIC EPOXYED TO RETURN WITH FIRST SURFACE ATTACHED ONE VERTICAL BRUSHED CHROME FILM ON FACE
- 4" DEEP ADAMS TECH CHANNEL LETTER MOUNTED TO ANGLE CLIPS W/ #6 S.S. C.S. SCREWS
- NOTCH RETURNING AROUND TUBES AT TOP
- TRIM INTERNAL RIB AS REQ.
- 1" X 1" X 1/8" X 1" ALUM. ANGLE CLIPS WELDED TO BACKER @ 8" O.C.
- #6 X 3/4" C.S. S.S. SCREW



Project Title
LINCOLN

Date 09.17.18

AGI EOR C. MILLER

Lead Designer FKN

Drawn By INW

Project Mgr L. CLABORNE

General Sign Specifications

☐ Interior ☐ Exterior

☐ Single Faced ☐ Double Faced

WEIGHT - 200 LBS

☐ Non-Illuminated

☐ Illuminated

120 Volts 1.0 Amps/4.3

Location Windwood 115MWH / BDC 2012

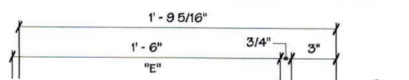
Drawing Revisions		
Drawn By	Date	Change
FKN	06.11.19	CHANGED LED MODULE & LAYOUT
FKN	04.16.20	CHANGED VINYL COLOR
FKN	07.14.21	ADDED SIGN WEIGHT
DLR	10.13.21	ADDED ALUM. STIFFENING TUBS, GENERAL UPDATES
POR	11.08.21	INCLUDE SHOP DIMENSIONS PER W.O. 66562
POR	11.10.21	51080 - INCLUDE ACM BACKER DETAIL
ELL	03.29.22	53260 - ADD SQ. TUBE FOR ELECTRICAL
DLR	04.12.22	53496 - ADDED WEIGHT ESTIMATE
FKN	07.07.22	55040 - ADDED SIGN WEIGHT

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Code 15293

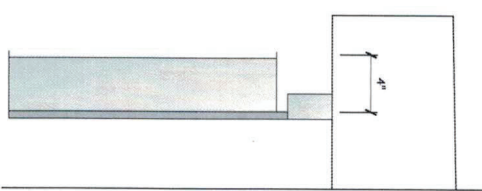
Sign Type SV-18

Page 1



1 FRONT ELEVATION
1/8" = 1'

1 FRONT ELEVATION
1/8" = 1'





Project Title
LINCOLN

Date 09.17.18

Asn Esn C. MILLER

Lead Draftsman FKN

Drawn By INV

Project Mgr. L. CLARORNE

General Sign Specifications

☐ Interior ☒ Exterior

☒ Single Faced ☐ Double Faced

☒ Weight - 200 LBS

☐ Non-Illuminated

☒ Illuminated

120 Volts 1.0 Amps/ft

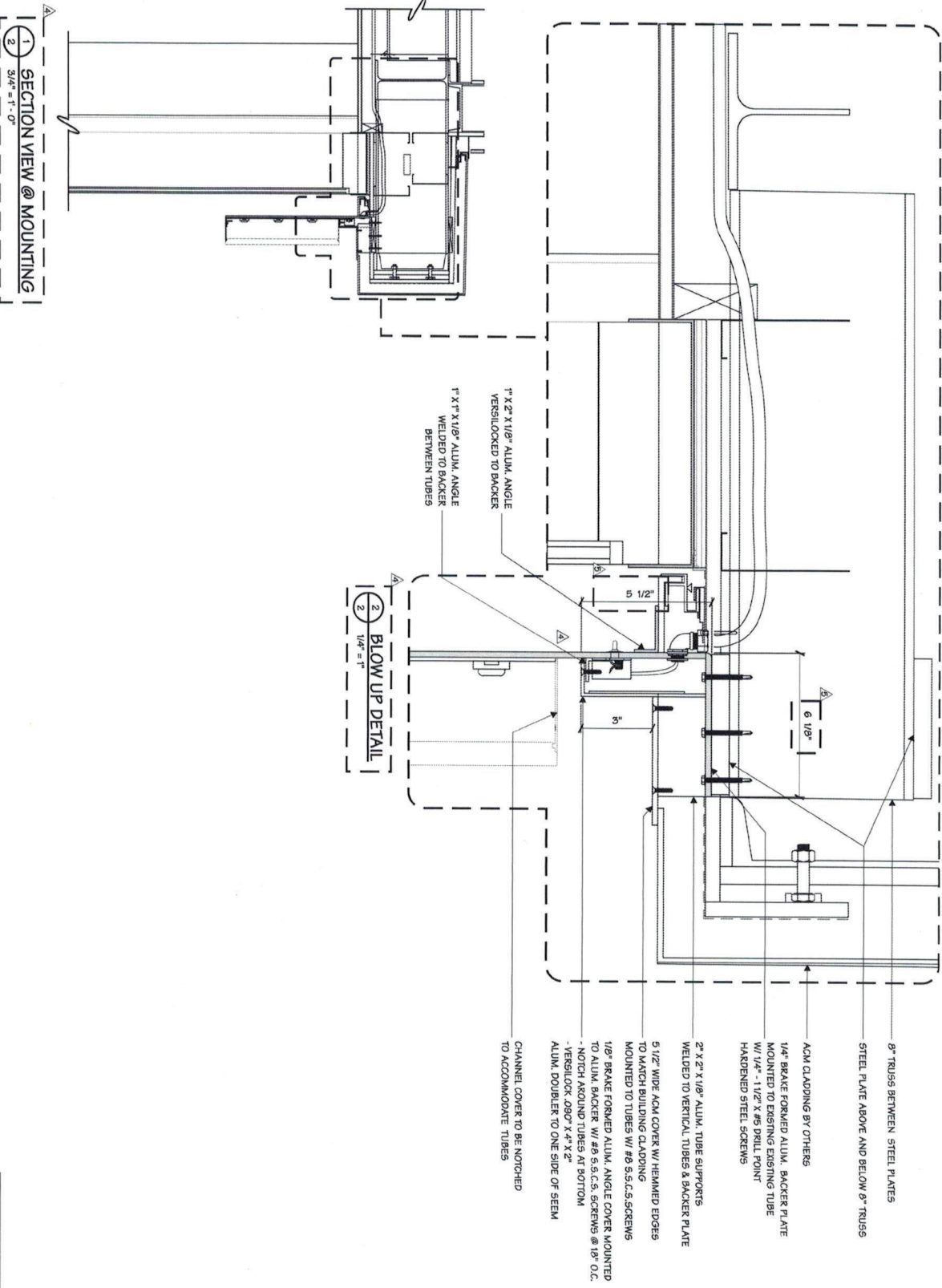
Location 115 MPH / IRC 2012

Drawing Revisions		
Drawn By	Date	Change
FKN	06.11.19	CHANGED LED MODULE & LAYOUT
FKN	04.16.20	CHANGED VINYL COLOR
FKN	07.14.21	ADDED SIGN WEIGHT
DLR	10.13.21	ADDED ALUM. STIFFENING TUBS, GENERAL UPDATES
POR	11.08.21	INCLUDE SHOP DIMENSIONS PER W.O. 66562
ELL	03.29.22	51080 - INCLUDE ACM BACKER DETAIL
DLR	04.12.22	53260 - ADD SQ. TUBE FOR ELECTRICAL
FKN	07.07.22	53496 - ADDED WEIGHT ESTIMATE
FKN	07.07.22	55040 - ADDED SIGN WEIGHT

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Code	Sign Type	Type
15293	SV-18	C
		2

2655 International Parkway
Virginia Beach, VA 23452





Project Title

LINCOLN

Date 09.17.18

AGI EOB C. MILLER

Lead Draftsman FKN

Drawn By INV

Project Mgr. L. CLABORNE

General Sign Specifications

☐ Interior ☐ Exterior

☐ Single Faced ☐ Double Faced

☐ WEIGHT - 200 LBS

☐ Non-Illuminated

☐ Illuminated

120 Volts 1.0 Amps/4

Location 115 MPH / BCD 2012

Windload 115 MPH / BCD 2012

Drawn By	Date	Change
FKN	06.11.19	CHANGED LED MODULE & LAYOUT
FKN	04.16.20	CHANGED VINYL COLOR
FKN	07.14.21	ADDED SIGN WEIGHT
DLR	10.13.21	ADDED ALUM. STIFFENING TUBS, GENERAL UPDATES
POR	11.08.21	INCLUDE SHOP DIMENSIONS PER W.O. 66662
ELL	03.29.22	51080 - INCLUDE ACM BACKER DETAIL
DLR	04.12.22	53260 - ADD SQ. TUBE FOR ELECTRICAL
FKN	07.07.22	53496 - ADDED WEIGHT ESTIMATE
		55040 - ADDED SIGN WEIGHT

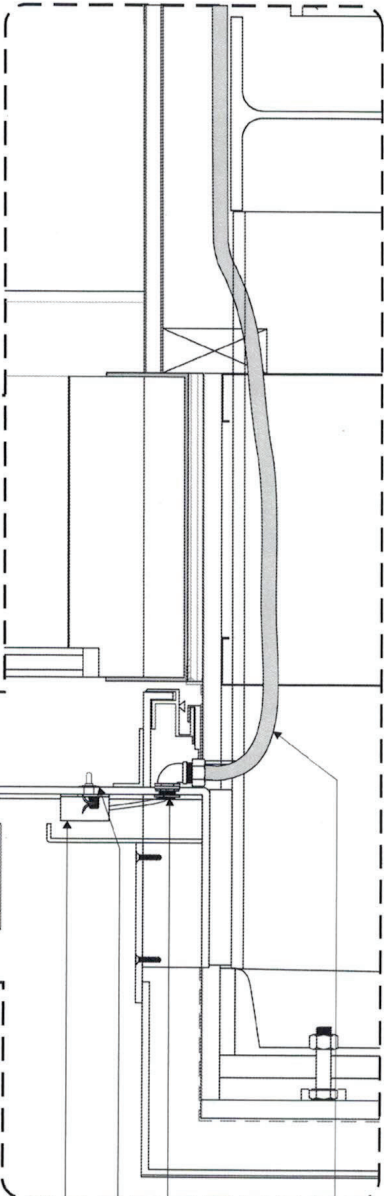
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Code 15293

Sign Type SV-18

Type C

Pg #: 3



1/2" LIQUIDTIGHT CONDUIT BY G.C.
- TO BE IN PLACE AT TIME OF INSTALL

MOUNT ELBOW FOR 1/2" LIQUID TIGHT
CONDUIT IN THE SHOP

DISCONNECT SWITCH

AGILIGHT SLIMLINE 60W POWER
SUPPLIES MOUNTED TO BACKER
W/ #10 ALUM. SHOP STUDS

AGILIGHT ULTRA 450 SIGN WHITE LEDS

4mm ACM BACKER PANEL W/ VHB TAPED TO BACK

3/4" #2447 TRANSLUCENT WHITE ACRYLIC EPOXYED TO RETURN
WITH FINISH SURFACE ATTACHED ONE VERTICAL BRUSHED CHROME FILM ON FACE

4" DEEP ADAMS TECH CHANNEL LETTER MOUNTED TO ANGLE CLIPS

W/ #6 S.S. C.S. SCREWS

- NOTCH RETURNS AROUND TUBES AT TOP

- TRIM INTERNAL RIB AS REQ.

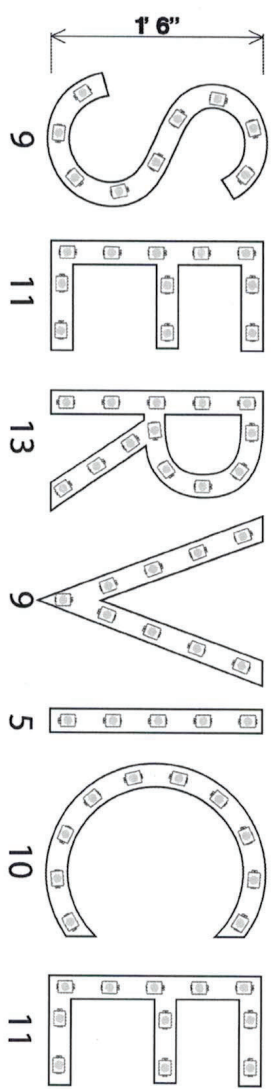
T X T 1/8" X T ALUM. ANGLE CLIPS
WELDED TO BACKER @ 8" O.C.

#6 X 3/4" C.S. S.S. SCREW



- 1) **UNLESS OTHERWISE SPECIFIED:** All layouts are for a single face sign or a single set of letters and the depth of the application considered for the layout is 5 inches.
- 2) LED module placement is approximate. Agilight® recommends the sign manufacturer verify the LED placement and quantity to ensure even illumination and brightness expectations are achieved.
- 3) Estimates are based off the quality of art work and information provided by the customer, font style, letter height, depth, face material, and any special instructions. Missing information may cause delays in the delivery of estimates, as well as effect product selection, accurate quantities, and brightness.
- 4) For installation instructions of Agilight® LED systems please refer to www.Agilight.com under the TOOLS & DOWNLOADS section or contact an Agilight® Inside Sales Representative at: +1.866.482.0203

15293-SL-18 & 15293-SV-18



Notes:
Layout based off a 4" depth from face.
Modules spaced on 4" centers.

34 feet LS-U450-6SK-B150-A - 68 Modules
1 - PS12-60WSL-100-277V

18" Service		 1074 Ardon Circle Suite 116, San Antonio, TX 78216 PH: +1 (866) 482-0203 - FAX: +1 (210) 360-1454 www.Agilight.com
Face Lit	IDV	
April 08, 2019		



Project Title
LINCOLN

Date 09.17.18

AGI Est C. MILLER
Lead Draft FKN
Drawn By INW
Project Sign L. CLABORNE

General Sign Specifications

☐ Interior ☐ Exterior
☐ Single Faced ☐ Double Faced
☐ WEIGHT - 200 LBS
☐ Non-Illuminated
☒ Illuminated

Location 115 MPH / IBC 2012
Windload 120 **Yield** 1.0 **Amph** 4/4

Drawing Revisions		
Drawn By	Date	Change
FKN	06.11.19	CHANGED LED MODULE & LAYOUT
FKN	04.16.20	CHANGED VINYL COLOR
FKN	07.14.21	ADDED SIGN WEIGHT
DLR	10.13.21	ADDED ALUM. STIFFENING TUBS, GENERAL UPDATES
POR	11.08.21	INCLUDE SHOP DIMENSIONS PER W.O. 66662
POR	11.10.21	51080 - INCLUDE ACM BACKER DETAIL
ELL	03.29.22	53260 - ADD SQ. TUBE FOR ELECTRICAL
DLR	04.12.22	53496 - ADDED WEIGHT ESTIMATE
FKN	07.07.22	55040 - ADDED SIGN WEIGHT

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Code	Type
15293	C
Sign Type	Pg #
SV-18	6

Project Title
LINCOLN

Date 08.30.17

AGI FOR JLM

Lead Drafter

Project Mgr. J. OVERTON

General Sign Specificity

Interior

Original

Non-Illuminated

Illuminated	120 Volts	Amps (A./H.)
1	120	0.75
2	120	0.75
3	120	0.75
4	120	0.75
5	120	0.75
6	120	0.75
7	120	0.75
8	120	0.75
9	120	0.75
10	120	0.75
11	120	0.75
12	120	0.75
13	120	0.75
14	120	0.75
15	120	0.75
16	120	0.75
17	120	0.75
18	120	0.75
19	120	0.75
20	120	0.75
21	120	0.75
22	120	0.75
23	120	0.75
24	120	0.75
25	120	0.75
26	120	0.75
27	120	0.75
28	120	0.75
29	120	0.75
30	120	0.75
31	120	0.75
32	120	0.75
33	120	0.75
34	120	0.75
35	120	0.75
36	120	0.75
37	120	0.75
38	120	0.75
39	120	0.75
40	120	0.75
41	120	0.75
42	120	0.75
43	120	0.75
44	120	0.75
45	120	0.75
46	120	0.75
47	120	0.75
48	120	0.75
49	120	0.75
50	120	0.75
51	120	0.75
52	120	0.75
53	120	0.75
54	120	0.75
55	120	0.75
56	120	0.75
57	120	0.75
58	120	0.75
59	120	0.75
60	120	0.75
61	120	0.75
62	120	0.75
63	120	0.75
64	120	0.75
65	120	0.75
66	120	0.75
67	120	0.75
68	120	0.75
69	120	0.75
70	120	0.75
71	120	0.75
72	120	0.75
73	120	0.75
74	120	0.75
75	120	0.75
76	120	0.75
77	120	0.75
78	120	0.75
79	120	0.75
80	120	0.75
81	120	0.75
82	120	0.75
83	120	0.75
84	120	0.75
85	120	0.75
86	120	0.75
87	120	0.75
88	120	0.75
89	120	0.75
90	120	0.75
91	120	0.75
92	120	0.75
93	120	0.75
94	120	0.75
95	120	0.75
96	120	0.75
97	120	0.75
98	120	0.75
99	120	0.75
100	120	0.75

Location

Indspeed

Drawing Revisions

[illegible]

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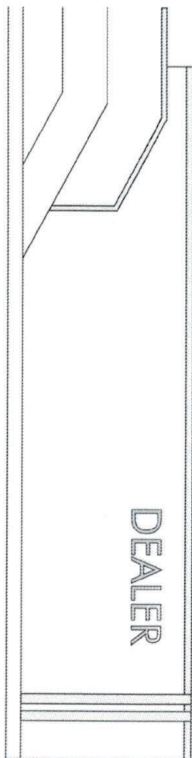
Code

15293

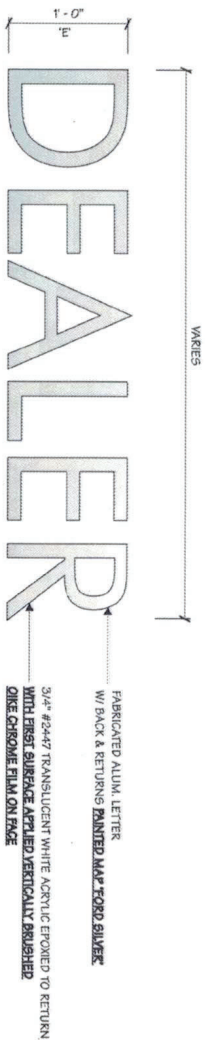
Type

9

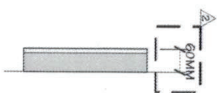
2655 International Pkwy.
Virginia Beach, VA 23452



3	LOCATION	ELEVATION
1		$1/4'' = 1' - 0''$



FRONT ELEVATION



2
1

SIDE VIEW

$f'' = f' - O''$



Project Title
LINCOLN

Date 08.30.17

AGI E&S JLM
Lead Designer RP
Drawn By JLM
Project Mgr. L. OVERTON

General Sign Specifications

Interior ☒ Exterior ☐ Double Faced

Non-Illuminated ☐ Illuminated ☐

Location 120 Volts _____ Amps(4-1)

Windspeed _____

Drawn By	Date	Change
DS	03.18.20	UPDATED LED LAYOUT
MM	12.11.20	ERR# 48635 - CHANGED DEPTH TO 60MM

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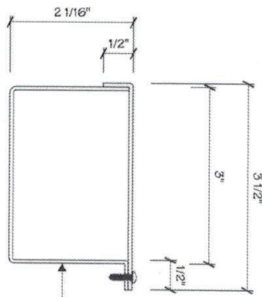
Code 15293

Type C

Sign Type
DN-12

Pg #: 2

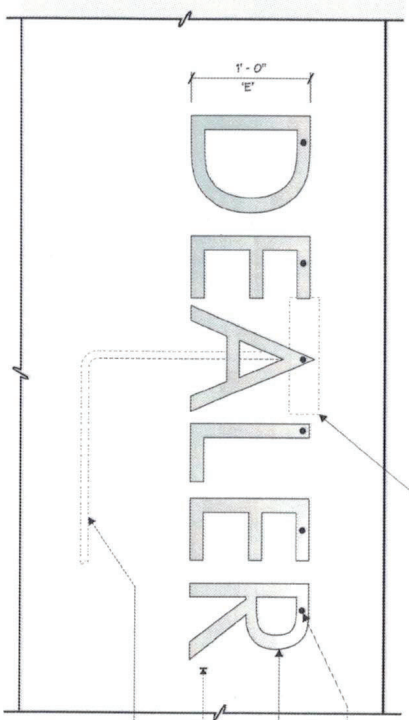
2655 International Pkwy.
Virginia Beach, VA 23462



3 POWER SUPPLY BOX
6" = 1" - 0"

- ACCESS PLATE IN BACK OF WALL FOR POWER SUPPLY SERVICE ACCESS - BY GC
- TOP LONG BRAKE FORMED ALUM POWER SUPPLY BOX TO HOUSE POWER SUPPLY & DISCONNECT SWITCH - BY SIGN MANUFACTURER
- EXTERIOR WALL W/ TRESPA CLADDING - BY GC
- T CONDUIT THRU FRONT/BACK WALLS AND PLANTER - BY GC
- LOW VOLTAGE WIRES BETWEEN TRESPA AND WALL - BY SIGN MANUFACTURER
- NON VOLTAGE CAPPED BOX - BY SIGN MANUFACTURER
- HOUSING AND ELECTRICAL HOLES IN TRESPA - BY SIGN MANUFACTURER
- ILLUMINATED LETTERS - BY SIGN MANUFACTURER

2 PLAN DETAIL
1" = 1' - 0"



1 ACCESS DETAIL
1" = 1' - 0"

- POWER SUPPLY BOX - BY SIGN MANUFACTURER
- LOW VOLTAGE THRU TRESPA AT TOPS OF LETTERS - BY SIGN MANUFACTURER
- ILLUMINATED LETTERS - BY SIGN MANUFACTURER
- EXTERIOR WALL W/ TRESPA CLADDING - BY GC
- 1/2" LIQUID TIGHT CONDUIT BETWEEN TRESPA AND WALL - BY GC

Project Title
LINCOLN

Date 08.30.17

AGI FOR JLM

Drawn By JLN

Project Mgr. J. OVERTON

General Sign Specifications

☐ **Double**

.....

Non-illuminated	Illuminated
	

120 Volts

Location

NAME _____

08

PTM

OUT
ED D

PLAY
FRANC

5 - C

DATE 450

	CI
	UP
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ons
e
18.2
11.2

Revised		
	03	
	12	

OS
MM

Draw	
Draw	
	
	
	
	
	
	
	
	

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nor any special features peculiar to this district incorporated in other projects.

Code

15293

Sign Type

DN-12



Date 08.30.17

AGI FOR JLM

Lead Drafter R.P.
Drawn by J.L.M.

Project Mgr. J. OVERTON

General Sign Specifications

☐ Interior
☐ Single Faced
☐ Exterior
☐ Double Faced

Non-Illuminated

120 Volts _____ Amps(+/-) _____

Wind speed _____

Drawing Revisions			
	Drawn By	Date	Change
A	DS	03.18.20	UPDATED LED LAYOUT
B	MM	12.11.20	ER# 45635 - CHANGED DEPTH TO 60MM
C			
D			
E			
F			
G			
H			
I			
J			
K			
L			
M			
N			
O			
P			
Q			
R			
S			
T			
U			
V			
W			
X			
Y			
Z			

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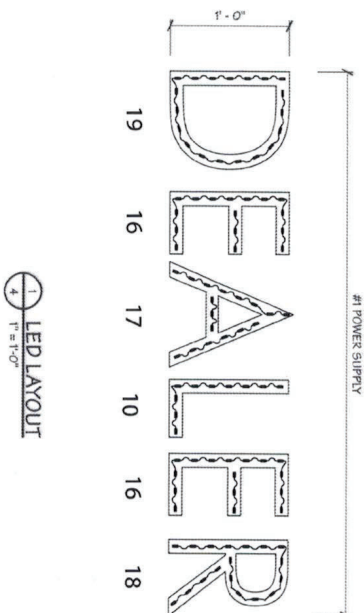
Code
15293

Type C

2655 International Pkwy.
Virginia Beach, VA 23452

Sign Type
DN-1

PG # 4



LED LAYOUT



Project Title

LINCOLN

Date 09.17.18

AGI Eor C. MILLER

Lead Drafter FKN

Drawn By INW

Project Mgr. L. CLAIBORNE

General Sign Specifications
☐ Interior ☒ Exterior
☐ Single Faced ☐ Double Faced
☒ WEIGHT ~ 200 LBS
☐ Non-Illuminated
☒ Illuminated
120 Volts 1.0 Amperes(+-)

Location

Windload 115 MPH / IBC 2012

Change	06.11.19	CHANGED LED MODULE & LAYOUT
	04.16.20	CHANGED VINYL COLOR
	07.14.21	ADDED SIGN WEIGHT
	10.13.21	ADDED ALUM. STIFFENING TUBS, GENERAL UPDATES
	11.08.21	INCLUDE ALUM. BACKER DETAIL
	11.10.21	INCLUDE SHOP DIMENSIONS PER W.O. 66662
	03.29.22	53260 - ADD SQ. TUBE FOR ELECTRICAL
	04.12.22	53496 - ADDED WEIGHT ESTIMATE
	07.07.22	55040 - ADDED SIGN WEIGHT

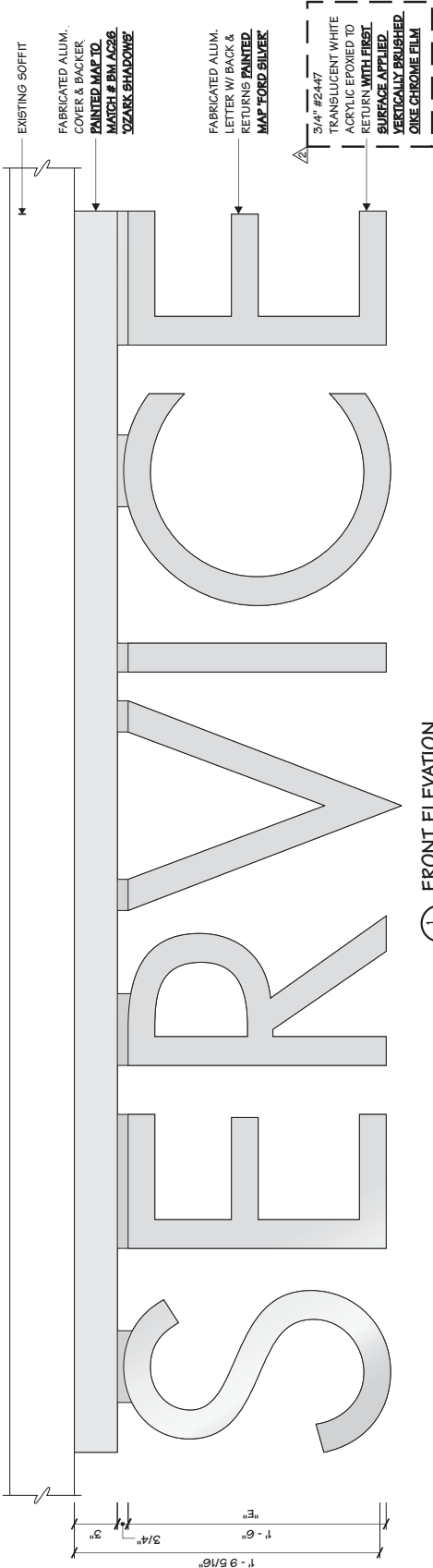
Drawing Revisions

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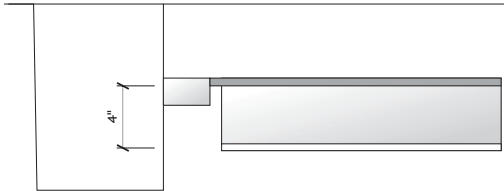
Code	15293	Type	C
Sign Type	SV-18	PG #:	1

2655 International Parkway
Virginia Beach, VA 23452

7' - 2 1/2"



FRONT ELEVATION
1/8" = 1"



FRONT ELEVATION
1/8" = 1"



Project Title

LINCOLN

Date 09.17.18

AGI Eor C. MILLER

Lead Drafter FKN

Drawn By INW

Project Mgr. L. CLAIBORNE

General Sign Specifications

- ☐ Interior ☒ Exterior
- ☐ Single Faced ☐ Double Faced
- ☒ WEIGHT - 200 LBS
- ☐ Non-Illuminated
- ☒ Illuminated

120 Volts 1.0 Amperes(+-)

Location

Windload 115 MPH / IBC 2012

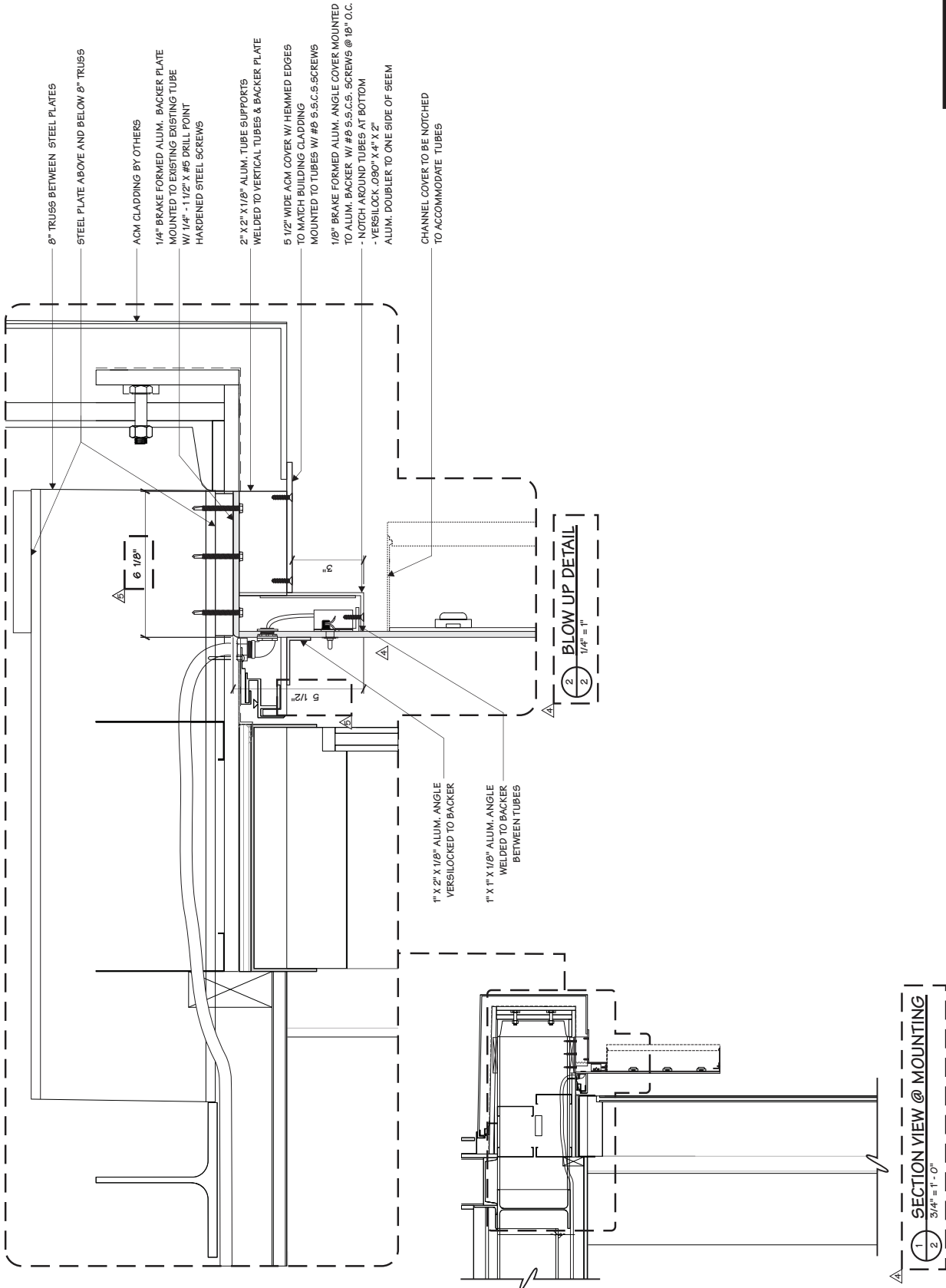
Change	06.11.19	CHANGED LED MODULE & LAYOUT
	04.16.20	CHANGED VINYL COLOR
	10.13.21	ADDED SIGN WEIGHT
	11.08.21	ADDED ALUM. STIFFENING TUBS, GENERAL UPDATES
	03.29.22	51080 - INCLUDE ACM BACKER DETAIL
	04.12.22	53496 - ADDED WEIGHT ESTIMATE
	07.07.22	55040 - ADDED SIGN WEIGHT

Drawn By	FKN
Date	06.11.19
Revisions	
DLR	
DLR	
POR	
FKN	
FKN	
FKN	

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Code	15293	Type	C
Sign Type	SV-18	PG #:	2

2855 International Parkway
Virginia Beach, VA 23452





Project Title
LINCOLN

Date **09.17.18**

AGI Eor **C. MILLER**
Lead Drafter **FKN**
Drawn By **INW**
Project Mgr. **L. CLAIBORNE**

General Sign Specifications

☐ Interior	☒ Exterior
☐ Single Faced	☐ Double Faced
☒ Weight - 200 LBS	
☐ Non-Illuminated	
☒ Illuminated	

120 Volts 1.0 Amperes(-)

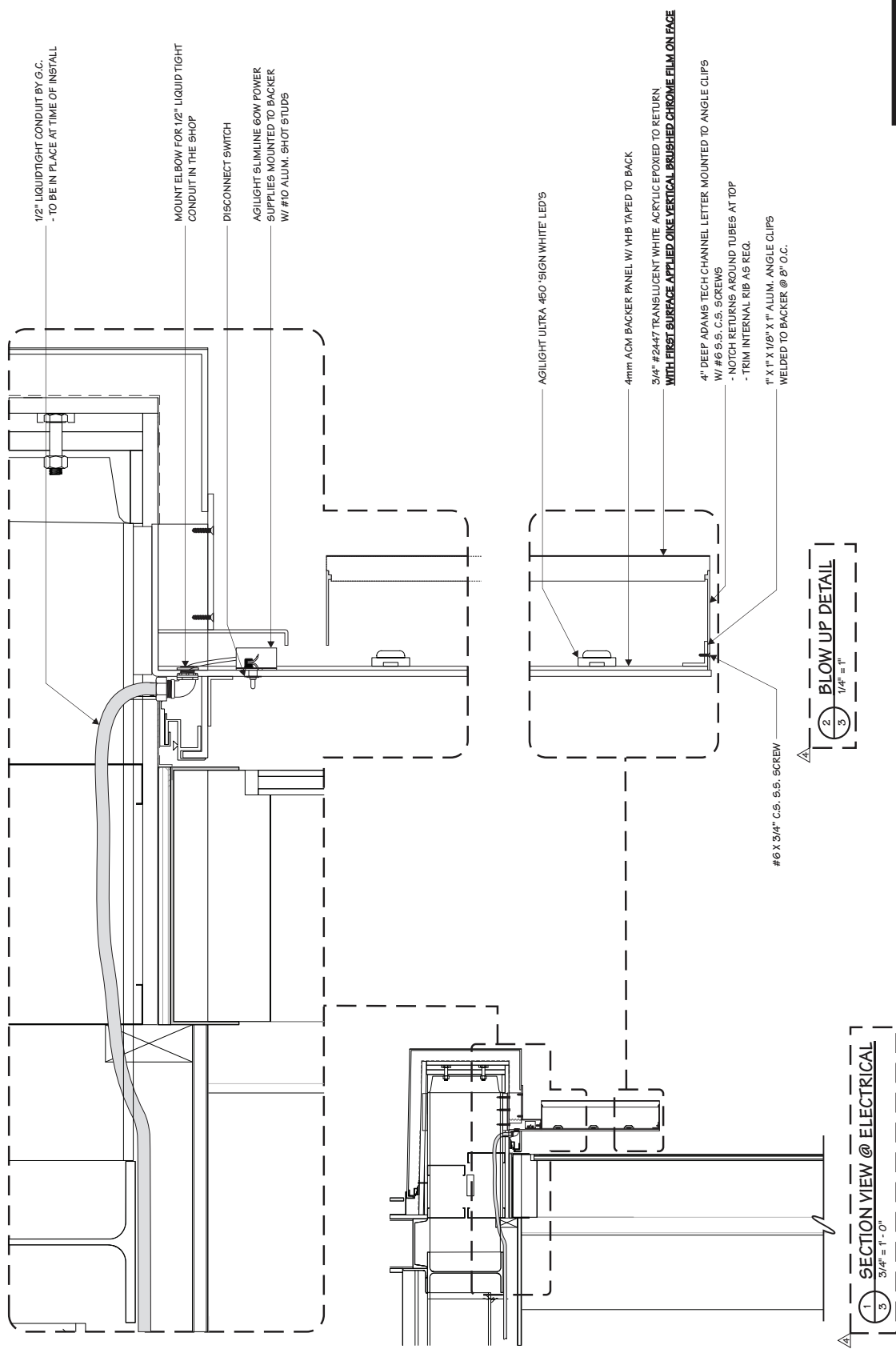
Location
Windload 115 MPH / IBC 2012

Change	06.11.19	CHANGED LED MODULE & LAYOUT
Drawn By	FKN	
Date	07.14.21	ADDED SIGN WEIGHT
	04.16.20	CHANGED VINYL COLOR
	11.08.21	ADDED ALUM. STIFFENING TUBS, GENERAL UPDATES
	11.08.21	INCLUDE SHOP DIMENSIONS PER W.O. 66682
	11.08.21	INCLUDE ACM BACKER DETAIL
	03.29.22	ADD SQ. TUBE FOR ELECTRICAL
	04.12.22	93496 - ADDED WEIGHT ESTIMATE
	07.07.22	55040 - ADDED SIGN WEIGHT

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Code	15293	Type	C
Sign Type	SV-18	PG #:	3

2655 International Parkway
Virginia Beach, VA 23452





Project Title

LINCOLN

Date 09.17.18

AGI Eor C. MILLER

Lead Drafter FKN

Drawn By INW

Project Mgr. L. CLAIBORNE

General Sign Specifications

- ☐ Interior
- ☐ Exterior
- ☐ Single Faced
- ☐ Double Faced
- ☐ WEIGHT ~ 200 LBS
- ☐ Non-Illuminated
- ☐ Illuminated

120 Volts 1.0 Amperes(+-)

Location

Windload 115 MPH / IBC 2012

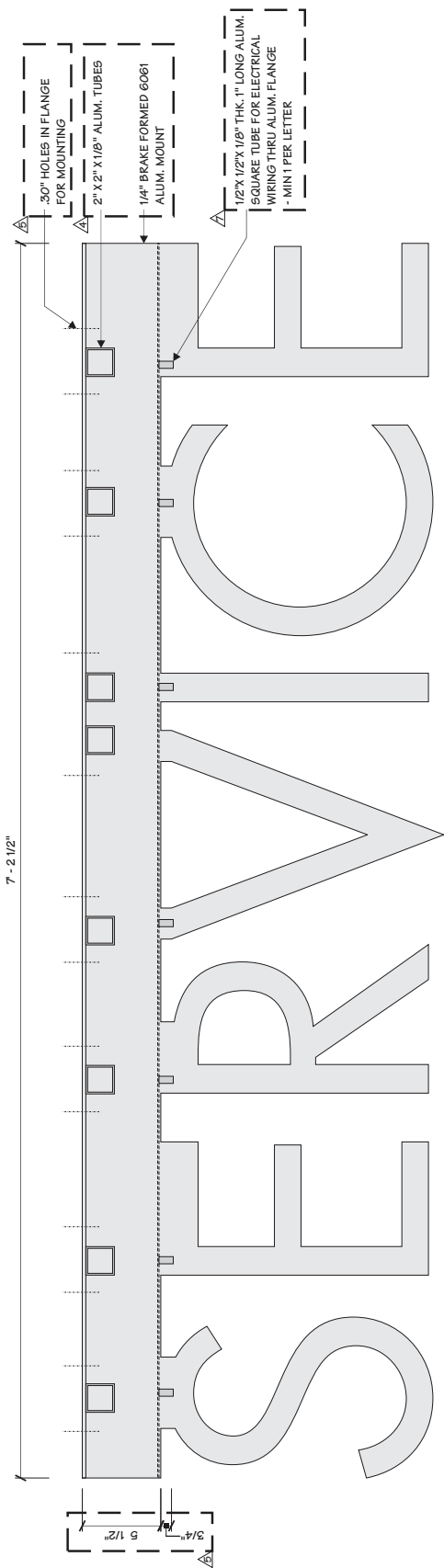
Change	06.11.19	CHANGED LED MODULE & LAYOUT
	04.16.20	CHANGED VINYL COLOR
	07.14.21	ADDED SIGN WEIGHT
	11.08.21	ADDED ALUM. STIFFENING TUBS, GENERAL UPDATES
	11.10.21	INCLUDE SHOP DIMENSIONS PER W.O. 66662
	03.29.22	ADD SQ. TUBE FOR ELECTRICAL
	04.12.22	ADDED WEIGHT ESTIMATE
	07.07.22	55040 - ADDED SIGN WEIGHT

Drawn By	FKN
Date	06.11.19
Drawn By	FKN
Date	07.14.21
Drawn By	DLR
Date	10.13.21
Drawn By	POR
Date	11.10.21
Drawn By	DLR
Date	04.12.22
Drawn By	FKN
Date	07.07.22

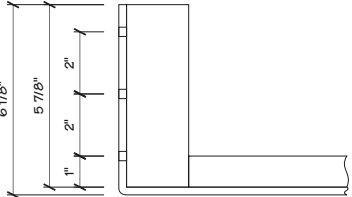
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Code	15293	Type	C
Sign Type	SV-18	PG #:	4

2655 International Parkway
Virginia Beach, VA 23452



1 BACKER LAYOUT
1/8" = 1"

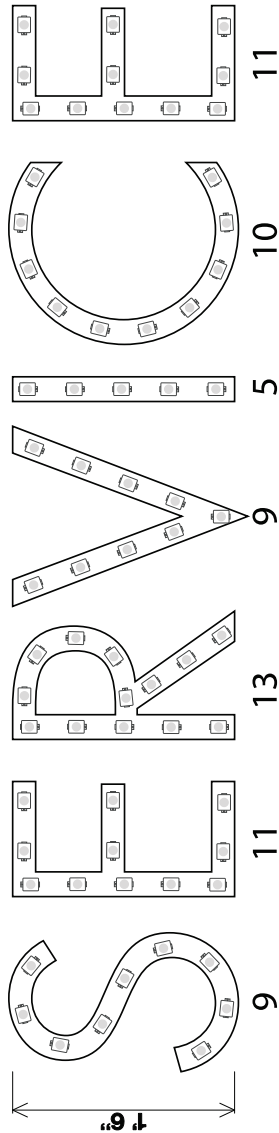


2 SIDE DETAIL
1/4" = 1"



- 1) LED module placement is approximate. AqLight® recommends the sign manufacturer verify the LED placement and brightness expectations are achieved.
- 2) Estimations are based off the quality of art work and information provided by the customer, font style, letter height, depth, face material, and any special instructions. Missing information may cause delays in the delivery of estimates, as well as effect product selection, accurate quantities, and brightness.
- 3) For installation instructions of AqLight® LED systems please refer to www.AqLight.com under the TOOLS & DOWNLOADS section or contact an AqLight® inside Sales Representative at: +1.866.482.0203
- 4)

15293-SL-18 & 15293-SV-18



Notes:
Layout based off a 4" depth from face.
Modules spaced on 4" centers.

34 feet LS-U450-65K-B150-A - 68 Modules
1 - PS12-60WSL-100-277V

34 feet LS-U450-65K-B150-A - 68 Modules 1 - P512-60WSL-100-277V	18" Service	 AGILIGHT® Light It Up	1074 Arion Circle Suite 116, San Antonio, TX 78216 PH: +1 (866) 482-0203 - Fax: +1 (210) 360-1454 www.Agilight.com
	Face Lit		
	April 08, 2019	IDV	

Drawing Revisions	Drawn By	Date	Change
		06.11.19	CHANGED
		04.16.20	CHANGED
		07.14.21	ADDED ST
		10.13.21	ADDED AL
		11.08.21	INCLUDE
		03.29.22	51080 - IN
		03.29.22	53260 - A
		04.12.22	53496 - A
		07.07.22	55040 - A

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Code	15293	Type	C
Sign Type	SV-18	PG #:	6



COMMUNITY DEVELOPMENT

Sign Permit
Application

DATE RECEIVED

PERMIT NUMBER

Name of Business		Property Address	
GRAY - DANIELS FORK LINCOLN		1731 W GOVERNMENT ST BRANDON MS 39042	
Business Owner's Name		Business Contact (If Different)	
Street Address		Primary Telephone	
City	State	Zip Code	Email
Deep South Signs			MORGAN DESCANT
Primary Contractor		Primary Contractor Contact Name	
8939 CARRIAGEWOOD EST DR		225-268-7705 (STACIE)	
Street Address		Primary Telephone	
Baton Rouge LA 70817		STACIE@DEEPSOUTHSIGNS.COM	
City	State	Zip Code	Email

Wall Sign Dimensions	Sq. Footage	Valuation
18'3 1/2" x 2'2"	46.79	6,800
9'4 1/2" x 12"	9.58	4,147
3'8" x 11'6"	8.05	13,657
7'2 1/2" x 1'6"	12.8	3,077
Wall Sign Totals:		

Ground Sign Dimensions	Sq. Footage	Height	Valuation
20'6" x 7'9 1/2"	212.3	20'6 1/2"	50,696
SIGN AREA			
23'1 1/4" x 7'9 1/2"		23'1 1/4"	
		11"	
Ground Sign Totals:			

← FACE
← SIGN
BASE

The following items are required and must be submitted with this application:

- Scaled Drawings of all proposed signage including sign dimensions (height & width of sign, sign background area, materials, and colors).
- Site Plan showing the location of the proposed signage and any existing signs. Site plans for proposed freestanding signs must be to scale and include setback measurements from property line to sign and other relevant dimensions to locate sign-on-site.
- Building Elevations showing proposed location of signage and any existing signage for that business. Building elevations must also identify tenant's leased frontage area (if applicable).
- The following may be required: Illumination details, landscape details for freestanding signs, footing details and pipe size for new freestanding signs.

I hereby agree that if this application is approved and a sign permit issued, I will comply with all the requirements of the City of Brandon ordinances, building codes and zoning regulations pertaining to signs.

Permit Holder's Signature:

permitting@brandonms.org

Date:

10/7/25

Revised: 07/18/2017

permitting@brandonms.org



Phone: 225-999-2470

8939 Carriagewood Estates Dr. - Baton Rouge, LA 70817

10/9/25

RE :Gray Daniels Lincoln
1731 W Government St .
Brandon MS 39042

I am requesting a comprehensive sign plan for Gray Daniels Lincoln.

We are asking for consideration of the main detached monument with a sign height of 20.6 and 159.7 SF of sign area. Within that sign area the Lincoln Emblem with approximately 17.62 SF & "LINCOLN" letters 19.7246 SF which calculates a total 37.3446 of signage.

The building signs we are also asking for consideration for a total of four signs. One stating the product they sell. Another one being the dealer's name. Another one which is an informational directional sign. The fourth one will be the Lincoln emblem attached to a wall.

"LINCOLN" 26" in height letters Actual SF 12.39

"GRAY DANIELS" 12" in height letters Actual SF 6.16

"SERVICE" 18" in height letters Actual SF 9.25

Lincoln Emblem-1'7"W X 5'1" H Actual SF 8.0833

Building Sign Total 35.8833 Actual Signage Square Feet

The proposed signs of the New Gray Daniel's Lincoln Dealership are consistent with the Lincoln Brand sign standards. They will also be constant with the area of other commercial dealerships and businesses.

Thank you,

Stacie Landry
Deep South Sign
8939 Carriagewood Est Dr
Baton Rouge LA 70817
Representing Gray Daniels Lincoln

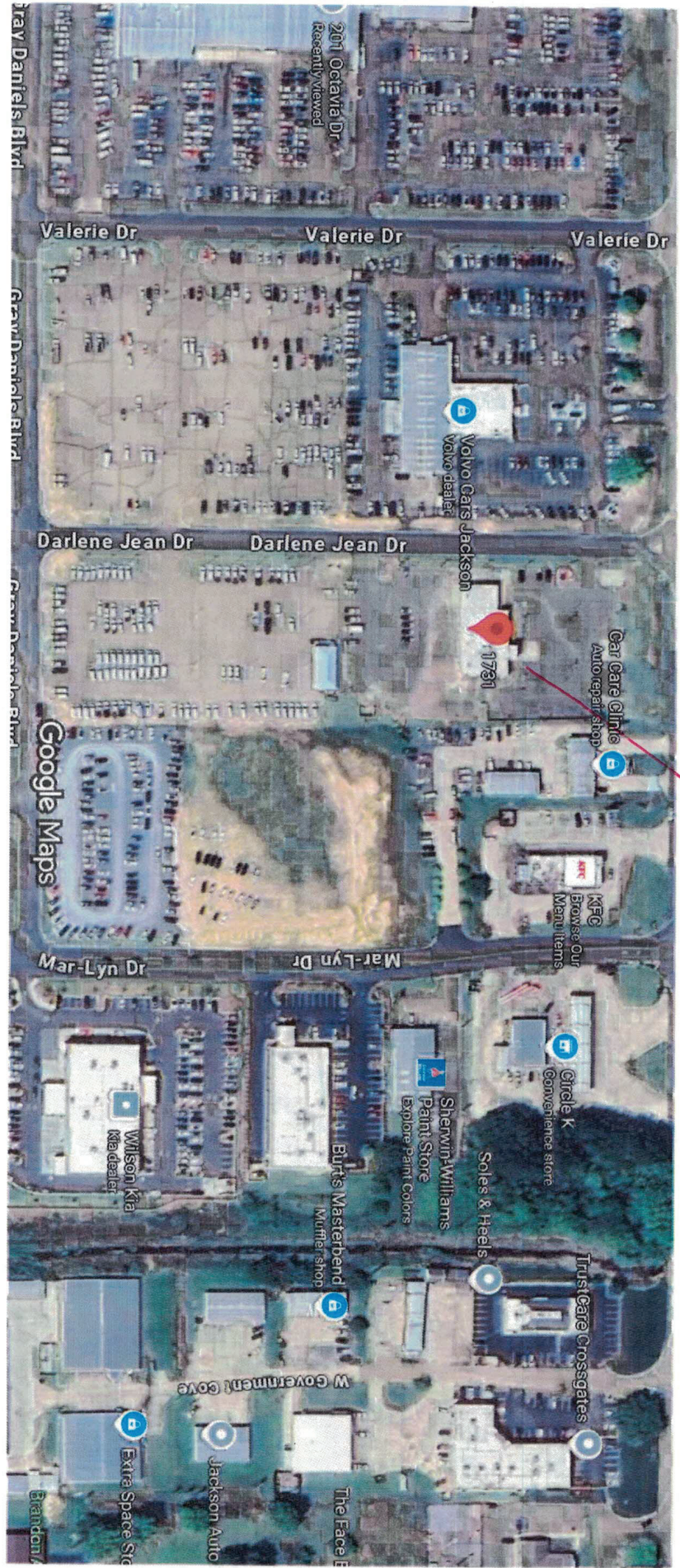
1731 W Government St

Minimum 1' or greater set-back property line



1731 W Government St

Garth Lincoln 1731 W GOVERNMENT





MEMORANDUM

TO: HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN
FROM: JOEY BARNETTE
DATE: 10/16/2025
SUBJECT: RESOLUTION REGARDING CLEAN-UP OF NUISANCE IN ACCOR

Report prepared by: Cassie Burnette

Summary:

This matter is before the Mayor and Board of Aldermen for declaration and abatement under **Mississippi Code Annotated § 21-19-11**.

The property located at **131 Meadowlane Drive, Brandon, MS 39042** (Parcel # I08L00006 00100), owned by **Wayne A. and Linda D. Johnson**, has been determined to be an ongoing public nuisance (refer to attached case file for full enforcement record and accompanying pictures).

Throughout the enforcement history, the City has conducted multiple follow-up inspections, contacted the owner directly, issued citations, and coordinated with the Brandon Police Department for warrant service. Despite repeated communication and temporary corrective actions, the property continues to exhibit recurring violations, including:

- **IPMC 302.4** – Weeds and vegetation exceeding twelve (12) inches in height.
- **IPMC 308.1** – Accumulation of rubbish or garbage on the premises.
- **IPMC 304.1** – Exterior structure not maintained in good repair or sanitary condition.
- **Section 34-22** – Nuisance, Illustrative Enumeration: harboring of vermin, overgrowth, and accumulation of refuse constituting a menace to public health and safety.

Neighbors have reported continued overgrowth and evidence of rodents, snakes, and raccoons. Inspections as recent as October 16, 2025 confirmed that the violations remain uncorrected and that the property continues to create unsanitary and unsafe conditions affecting adjacent properties.

Request:

Staff respectfully requests that the Mayor and Board of Aldermen:

1. Adjudicate this matter under MCA § 21-19-11, declaring the property located at 131 Meadowlane Drive a menace to the public health, safety, and welfare; and
2. Authorize the City of Brandon, or a designated contractor, to proceed with abatement and assess all related costs as a lien against the property as provided by statute.

ATTACHMENTS:

1. Current case file 2025
2. Public Hearing Notice sent certified mail
3. Tax Record
4. Violation reference
5. Compiled Pictures

**RESOLUTION RE: CLEAN-UP OF
131 MEADOWLANE DRIVE, BRANDON, MISSISSIPPI
(TAX PARCEL #108L-6-100, PPIN 032617)**

BE IT RESOLVED by the Mayor and Board of Aldermen of the City of Brandon, Mississippi, that on the 20th day of October 2025 at 6:00:00 o'clock p.m. at the Brandon City Hall, Regular Meeting Room, 1000 Municipal Drive, Brandon, Mississippi, a Public Hearing was held to determine whether or not the parcel of property identified above, is in such a state of uncleanness as to be a menace to the public health and safety of the community.

BE IT FURTHER RESOLVED that notice of said Public Hearing was provided in accordance with MCA Section 21-19-11. A copy of the notice, as posted and provided, together with the Memorandum with attachments from the Community Development Department dated October 16, 2025, is appended to the Minutes and incorporated herein.

BE IT FURTHER RESOLVED that at said hearing the governing authority, having received information from the Community Development Department relative to the condition of the improvements located on the subject parcel and the general condition of the property, which is appended to the Minutes and incorporated herein, did adjudicate such parcel of land in its then condition to be a menace to the public health and safety of the community and directed that the same be cleaned up by the use of municipal employees or by contract, by cutting grass and weeds; filling cisterns; removing rubbish, abandoned and dilapidated fences, outside toilets, abandoned or dilapidated buildings, slabs, personal property, which removal of personal property shall not be subject to the provisions of Section 21-39-21, and other debris; and draining cesspools and standing water therefrom, in accordance with MCA Section 21-19-11, as generally outlined in the information including the Memorandum and attachments provided by the Community Development Department, all of which is incorporated herein by reference, and that assessments and costs be assessed and taxed against the property in accordance with said statute.

SO RESOLVED this the 20th day of October 2025.

BUTCH LEE, MAYOR

ATTEST:

MARY ANN HESS, CITY CLERK



Case #: 220743

Case Date: 06/27/22

Case Type:

Status: Public Hearing

Street Number: 131

Suite:

Street Name: Meadowlane Drive

Owner Name: Wayne & Linda Johnson

Owner Address: 1024 Haley Creek Lane

Owner Phone: 601-506-2014

Owner Email:

Ward: 6

Citizen No

Complaint:

Complainant Diane Thornton

Name:

Complainant 198 Meadowlane Drive

Address:

Complainant 502-705-1821

Phone:

Complainant

Email:

Violation Type: Res. Property Maint - Minor

Description of Rotten wood, peeling paint, trash and debris accumulation, weeds growing over the front door.

Violations:

Violation Rotten wood, peeling paint, trash and debris accumulation, weeds growing over the front door.

Details:

Owner No

Occupied:

Notice: Final Notice

Tenant Name:

Tenant Address:

Tenant City, Brandon, MS 39042

State, Zip:

Tenant Phone:

Tenant Email:

Correction Please maintain exterior property areas to be free of improperly stored materials, rubbish and

Order: Debris, As well as grass and vegetation that is becoming overgrown. Maintain protective treatment, roofs and windows and door frames. If there are any unforeseen circumstances, further questions or concerns please contact the office of Community Development at the number listed below. We can work with you to establish a reasonable time for corrective action to be taken based on your circumstances.

Code Cassie Burnette
Enforcement Officer:
In-Active Code Enforcement Officer:
Owner City, Crystal Springs MS 39059
State, Zip:
Re-inspection 10/20/2025
Date::
Common Name of Location:
Status:
Assigned To: Cassie Burnette

Property

Parcel #	Address	Legal Description	Owner Name	Owner Phone	Zoning
----------	---------	-------------------	------------	-------------	--------

Date	Activity Type	Description	Employee	Status
07/18/2022	Follow-Up	Followed up with complainant and let them know that tickets have been issued to homeowner and we are currently awaiting for that process to come to fruition.	Cassie Burnette	Completed
08/22/2022	Follow-Up	This has been taken as far as it can. Tickets have been written to property owners and warrants have been issued.	Cassie Burnette	Completed
05/25/2023	Phone Call	Contacted property owner. He said he would get up to take care of it. He had a heart attack and has been recovering from it.	Cassie Burnette	Completed
05/25/2023	In-Person Meeting	Met with neighbor at 129 (Deanna) and 133 (Mr. Tapley). Both stated they have seen snakes and raccoons around the property. grass is higher in the back than the front. Rats are starting to be attracted to their property. Owner has not been there in a very long time. Let them both know that I spoke with Mr. Johnson and he would be taking care of it. I gave them both my card and asked them to call me if they saw anyone there.	Cassie Burnette	Completed
06/05/2023	In-Person Meeting	BPD is here now serving arrest warrant. Officer stated that Mr. Johnson was choosing to pay his fines and stuff. After doing that he stated that he would be back to finish cleaning up the property.	Cassie Burnette	Completed
06/05/2023	Phone Call	Neighbor called and stated that Mr. Johnson was there cutting his grass. I called Officer Taffe and asked her to check for warrant on Mr. Johnson. She stated that she did have one. I let her know that he was at 131 Meadowlane Drive doing lawncare. She said that she would send a car over.	Cassie Burnette	Completed
06/06/2023	Follow-Up	Checked for updated with court services. All fines for outstanding tickets and warrants have been satisfied.	Cassie Burnette	Completed
06/09/2023	Public Hearing Property Clean-Up	Randy posted the property for a public hearing on clean up. He created a new case, #230466	Cassie Burnette	Assigned
06/27/2023	Public Hearing Property Clean-Up	Property has not been cleaned up. Randy forwarded it to Public Works for clean up.	Cassie Burnette	Completed
08/31/2023	Property Clean-Up Adjudication	Property has been cleaned up and goes before the Board Sept. 18.	Cassie Burnette	Completed
09/18/2023	Property Clean-Up Adjudication	Per Randy- Resolution of cost to clean up has been signed.	Cassie Burnette	Completed
09/18/2025	Final Notice	Property has become a nuisance again. Current neighbor claims rats and vermin are being attracted to the property. Coltan has had a case since April but nothing has been done. Courtesy notice sent by regular mail. 2 weeks given for clean up. If no activity, will post for public hearing.	Cassie Burnette	Completed
10/06/2025	Public Hearing Property Clean-Up	No change to property condition. Posted for public hearing.	Cassie Burnette	Completed

Violations

Date	Violation	Description	Notes	Status
10/06/2025	Accumulation of rubbish or Garbage (IPMC 2018 308.1)	All exterior property and premises, and the interior of every structure shall be free from any accumulation of rubbish or garbage.		Open
10/06/2025	Exterior property areas. Weeds. (IPMC Sec. 302.4)	All premises and exterior property shall be maintained free from weeds or plant growth in excess of 12 inches. All noxious weeds shall be prohibited. Weeds shall be defined as all grasses, annual plants and vegetation, other than trees or shrubs provided; however, this term shall not include cultivated flowers and gardens. Upon failure of the owner or agent having charge of a property to cut and destroy weeds after service of a notice of violation, they shall be subject to prosecution in accordance with Section 106.3 and as prescribed by the authority having jurisdiction. Upon failure to comply with the notice of violation, any duly authorized employee of the jurisdiction or contractor hired by the jurisdiction shall be authorized to enter upon the property in violation and cut and destroy the weeds growing thereon, and the costs of such removal shall be paid by the owner or agent responsible for the property.		Open
06/27/2022	Exterior property areas. Weeds. (IPMC Sec. 302.4)	All premises and exterior property shall be maintained free from weeds or plant growth in excess of 12 inches. All noxious weeds shall be prohibited. Weeds shall be defined as all grasses, annual plants and vegetation, other than trees or shrubs provided; however, this term shall not include cultivated flowers and gardens. Upon failure of the owner or agent having charge of a property to cut and destroy weeds after service of a notice of violation, they shall be subject to prosecution in accordance with Section 106.3 and as prescribed by the authority having jurisdiction. Upon failure to comply with the notice of violation, any duly authorized employee of the jurisdiction or contractor hired by the jurisdiction shall be authorized to enter upon the property in violation and cut and destroy the weeds growing thereon, and the costs of such removal shall be paid by the owner or agent responsible for the property.		Closed
10/06/2025	Exterior Structure (IPMC 2012 304.1)	The Exterior of a structure shall be maintained in good repair, structurally sound and sanitary so as not to pose a threat to public health, safety or welfare.		Open
10/06/2025	Nuisance, Illustrative enumeration (Sec. 34-22)	Illustrative enumeration. The maintaining, using, placing, depositing, leaving or permitting to be or remain on any public or private property of any of the following items, conditions or actions is hereby declared to be and constitute a nuisance; provided, however, that this enumeration shall not be deemed or construed to be conclusive, limiting or restrictive: (1) Noxious weeds and other rank vegetation; (2) Accumulations of rubbish, trash, refuse, junk and other abandoned materials, metals, lumber or other things; (3) Any condition which provides harborage for rats, mice, snakes and other vermin; (4) Any building or other structure which is in such a dilapidated condition that it is unfit for human habitation, or kept in such an insanitary condition that it is a menace to the health of people residing in the vicinity thereof, or presents a more than ordinarily dangerous fire hazard in the vicinity where it is located; (5) All unauthorized noises and vibrations, including animal noises; (6) All obnoxious odors and stenches, as well as the conditions, substances or other causes which give rise to the emission or generation of such odors and stenches; (7) The carcasses of animals or fowl not disposed of within a reasonable time after death; (8) The pollution of any public well or cistern, stream, lake, canal or body of water by sewage, dead animals, creamery or industrial wastes or other substances; (9) Any building, structure or other place or location where any activity which is in violation of local, state or federal law is conducted, performed or maintained; (10) Any accumulation of stagnant water permitted or maintained on any lot or piece of ground; (11) Dense smoke, noxious fumes, gas, soot or cinders in unreasonable quantities.		Open

06/27/2022	Nuisance, Illustrative enumeration (Sec. 34-22)	Illustrative enumeration. The maintaining, using, placing, depositing, leaving or permitting to be or remain on any public or private property of any of the following items, conditions or actions is hereby declared to be and constitute a nuisance; provided, however, that this enumeration shall not be deemed or construed to be conclusive, limiting or restrictive: (1) Noxious weeds and other rank vegetation; (2) Accumulations of rubbish, trash, refuse, junk and other abandoned materials, metals, lumber or other things; (3) Any condition which provides harborage for rats, mice, snakes and other vermin; (4) Any building or other structure which is in such a dilapidated condition that it is unfit for human habitation, or kept in such an insanitary condition that it is a menace to the health of people residing in the vicinity thereof, or presents a more than ordinarily dangerous fire hazard in the vicinity where it is located; (5) All unauthorized noises and vibrations, including animal noises; (6) All obnoxious odors and stenches, as well as the conditions, substances or other causes which give rise to the emission or generation of such odors and stenches; (7) The carcasses of animals or fowl not disposed of within a reasonable time after death: (8) The pollution of any public well or cistern, stream, lake, canal or body of water by sewage, dead animals, creamery or industrial wastes or other substances; (9) Any building, structure or other place or location where any activity which is in violation of local, state or federal law is conducted, performed or maintained; (10) Any accumulation of stagnant water permitted or maintained on any lot or piece of ground; (11) Dense smoke, noxious fumes, gas, soot or cinders in unreasonable quantities.	Closed
06/27/2022	Protective treatment (IPMC Sec. 304.2)	All exterior surfaces, including but not limited to, doors, door and window frames, cornices, porches, trim, balconies, decks and fences, shall be maintained in good condition. Exterior wood surfaces, other than decay-resistant woods, shall be protected from the elements and decay by painting or other protective covering or treatment. Peeling, flaking and chipped paint shall be eliminated and surfaces repainted. All siding and masonry joints, as well as those between the building envelope and the perimeter of windows, doors and skylights, shall be maintained weather resistant and water tight. All metal surfaces subject to rust or corrosion shall be coated to inhibit such rust and corrosion, and all surfaces with rust or corrosion shall be stabilized and coated to inhibit future rust and corrosion. Oxidation stains shall be removed from exterior surfaces. Surfaces designed for stabilization by oxidation are exempt from this requirement.	Open
06/27/2022	Roofs and drainage (IPMC 304.7)	The roof and flashing shall be sound, tight and not have defects that admit rain. Roof drainage shall be adequate to prevent dampness or deterioration in the walls or interior portion of the structure. Roof drains, gutters and downspouts shall be maintained in good repair and free from obstructions. Roof water shall not be discharged in a manner that creates a public nuisance.	Open
06/27/2022	Window, skylight and door frames. (IPMC 304.13-304.13-2)	(304.13) Window, skylight and door frames. Every window, skylight, door and frame shall be kept in sound condition, good repair and weather tight. (304.13.1) Glazing. All glazing materials shall be maintained free from cracks and holes. (304.13.2) Openable windows. Every window, other than a fixed window, shall be easily openable and capable of being held in position by window hardware.	Open

Uploaded Files

Date

File Name

10/15/2025



10/15/2025



10/15/2025



10/15/2025



10/15/2025



10/15/2025



10/15/2025



10/15/2025



10/15/2025



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10/15/2025



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10/15/2025



10/06/2025



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06/27/2022



06/27/2022



06/27/2022



06/27/2022



06/27/2022



06/27/2022



06/27/2022



06/27/2022





**NOTICE PURSUANT TO MCA 21-19-11 (1972 AS AMENDED)
(Effective July 1, 2023)**

PROPERTY ADDRESS: 131 Meadowlane Drive

OWNER: Wayne A and Linda D Johnson

PARCEL/PPIN #: I8L-6-100 / 32617

NOTICE MAILED TO:

Wayne A and Linda D Johnson
1024 Haley Creek Lane
Crystal Springs, MS 39058

(Address of property or parcel of land)

Wayne A and Linda D Johnson
131 Meadowlane Drive
Brandon, MS 39042

(Address where ad valorem tax notices for the subject property or parcel of land are sent)

Wayne A and Linda D Johnson
1024 Haley Creek Lane
Crystal Springs, MS 39058

PLEASE TAKE NOTICE THAT on its own motion, the City of Brandon, Mississippi will hold a hearing on the 20th day of October, 2025, at 6:00 o'clock p.m., at the City of Brandon City Hall, Board Room, 1000 Municipal Drive, Brandon, Mississippi, to determine whether or not the above described property or parcel of land is in such a state of uncleanness as to be a menace to the public health, safety and welfare of the community.

9589 0710 5270 0905 4824 10

U.S. Postal Service™ CERTIFIED MAIL® RECEIPT Domestic Mail Only	
For delivery information, visit our website at www.usps.com ®.	
OFFICIAL USE	
Certified Mail Fee	\$
Extra Services & Fees (check box, add fee as appropriate)	
☐ Return Receipt (hardcopy)	\$
☐ Return Receipt (electronic)	\$
☐ Certified Mail Restricted Delivery	\$
☐ Adult Signature Required	\$
☐ Adult Signature Restricted Delivery	\$
Postage	\$
Total Postage and Fees	\$
Sent To	
Wayne A & Linda D. Johnson	
Street and Apt. No., or PO Box No.	
1024 Haley Creek Ln	
City, State, ZIP+4®	
Crystal Springs Ms 39058	
PS Form 3800, January 2023 PSN 7530-02-000-9047 See Reverse for Instructions	

Postmark Here
CD

The particular condition complained about existing as of the date of this notice is:

Weeds have reached an excess of 12 inches in height. Premises and exterior property shall be maintained free from weeds or plant growth in excess of 12 inches. Noxious weeds shall be prohibited. Weeds shall be defined as any grasses, annual plants and vegetation, other than trees or shrubs (IPMC 302.4)

There is an accumulation of various piles of wood, tree branches, and pine straw in the rear yard. Exterior property and premises, and the interior of every structure, shall be free from any accumulation of rubbish or garbage (IPMC 308.1

108.1.5 Dangerous structure or premises. For the purpose of this code, any structure or premises that has any or all of the conditions or defects described as follows shall be considered to be dangerous:

5. The building or structure, or part of the building or structure, because of dilapidation, deterioration, decay, faulty construction, the removal or movement of some portion of the ground necessary for the support, or for any other reason, is likely to partially or completely collapse, or some portion of the foundation or underpinning of the building or structure is likely to fail or give way.

6. The building or structure, or any portion thereof, is clearly unsafe for its use and occupancy.

7. The building or structure is neglected, damaged, dilapidated, unsecured or abandoned so as to become an attractive nuisance to children who might play in the building or structure to their danger, becomes a harbor for vagrants, criminals or immoral persons, or enables persons to resort to the building or structure for committing a nuisance or an unlawful act.

8. Any building or structure has been constructed, exists or is maintained in violation of any specific requirement or prohibition applicable to such building or structure provided by the approved building or fire code of the jurisdiction, or of any law or ordinance to such an extent as to present either a substantial risk of fire, building collapse or any other threat to life and safety.

9. A building or structure, used or intended to be used for dwelling purposes, because of inadequate maintenance, dilapidation, decay, damage, faulty construction or arrangement, inadequate light, ventilation, mechanical or plumbing system, or otherwise, is determined by the code official to be unsanitary, unfit for human habitation or in such a condition that is likely to cause sickness or disease.

If, at such hearing, the governing authority shall adjudicate the property or parcel of land in its then condition to be a menace to the public health, safety and welfare of the community, the governing authority, if the owner does not do so himself, shall proceed to clean the land, by the use of municipal employees or by contract, by cutting grass and weeds; filling cisterns; removing rubbish, abandoned or dilapidated fences, outside toilets, abandoned or dilapidated buildings, slabs, personal property, which removal of personal property shall not be subject to the provisions of Section 21-39-21, and other debris; and draining cesspools and standing water therefrom.

YOU ARE ADVISED THAT AN ADJUDICATION AT THE HEARING THAT THE PROPERTY OR PARCEL OF LAND IS IN NEED OF CLEANING WILL AUTHORIZE THE MUNICIPALITY TO REENTER THE PROPERTY OR PARCEL OF LAND FOR A PERIOD OF TWO (2) YEARS AFTER THE FINAL ADJUDICATION WITHOUT ANY FURTHER HEARING IF NOTICE IS POSTED ON THE PROPERTY OR

PARCEL OF LAND AND AT CITY HALL OR ANOTHER PLACE IN THE MUNICIPALITY WHERE SUCH NOTICES ARE GENERALLY POSTED AT LEAST SEVEN (7) DAYS BEFORE THE PROPERTY OR PARCEL OF LAND IS REENTERED FOR CLEANING. A COPY OF THE REQUIRED NOTICE MAILED AND POSTED AS REQUIRED BY MCA SECTION 21-19-11(1)(B) SHALL BE RECORDED IN THE MINUTES OF THE GOVERNING AUTHORITY IN CONJUNCTION WITH THE HEARING REQUIRED BY SAID SECTION.

The governing authority may by resolution adjudicate the actual cost of cleaning the property and may also impose a penalty not to exceed One Thousand Five Hundred Dollars (\$1,500.00) or fifty percent (50%) of the actual cost, whichever is more. The cost and any penalty may become a civil debt against the property owner, and/or, at the option of the governing authority, an assessment against the property. The "cost assessed against the property" means either the cost to the municipality of using its own employees to do the work or the cost to the municipality of any contract executed by the municipality to have the work done, and administrative costs and legal costs of the municipality. For subsequent cleaning within the one-year period after the date of the hearing at which the property or parcel of land was adjudicated in need of cleaning, upon seven (7) days' notice posted both on the property or parcel of land adjudicated in need of cleaning and at city hall or another place

in the municipality where such notices are generally posted, and consistent with the municipality's adjudication, a municipality may reenter the property or parcel of land to maintain cleanliness without further notice or hearing no more than six (6) times in any twelve-month period with respect to removing abandoned or dilapidated buildings, slabs, dilapidated fences and outside toilets, and no more than twelve (12) times in any twenty-four-month period with respect to cutting grass and weeds and removing rubbish, personal property and other debris on the land, and the expense of cleaning of the property, except as otherwise provided for removal of hazardous substances, shall not exceed an aggregate amount of Twenty Thousand Dollars (\$20,000.00) per year, or the fair market value of the property subsequent to cleaning, whichever is more. The aggregate cost of removing hazardous substances will be the actual cost of such removal to the municipality and shall not be subject to the Twenty Thousand Dollar (\$20,000.00) limitation. The governing authority may assess the same penalty for each time the property or land is cleaned.

If the governing authority declares, by resolution, that the cost and any penalty shall be collected as a civil debt, the governing authority may authorize the institution of a suit on open account against the owner of the property in a court of competent jurisdiction in the manner provided by law for the cost and any penalty, plus court costs, reasonable attorney's fees and interest from the date that the property was cleaned.

If the governing authority declares that the cost and any penalty shall be collected as an assessment against the property, then the assessment above provided for shall be a lien against the property and may be enrolled in the office of the chancery clerk of the county as liens and encumbrances are enrolled, and the tax collector of the municipality shall, upon order of the board of governing authorities, proceed to sell the land to satisfy the lien as now provided by law for the sale of lands for delinquent municipal taxes. The lien against the property shall be an encumbrance upon the property and shall follow title of the property.

(i) All assessments levied under the provisions hereof shall be included with municipal ad valorem taxes and payment shall be enforced in the same manner in which payment is enforced for municipal ad valorem taxes, and all statutes regulating the collection of other taxes in a municipality shall apply to the enforcement and collection of the assessments levied under the provisions of this section, including utilization of the procedures authorized under Sections 17-13-9(2) and 27-41-2.

(ii) All assessments levied under the provisions hereof shall become delinquent at the same time municipal ad valorem taxes become delinquent. Delinquencies shall be collected in the same manner and at the same time

delinquent ad valorem taxes are collected and shall bear the same penalties as those provided for delinquent taxes. If the property is sold for the nonpayment of an assessment under this section, it shall be sold in the manner that property is sold for the nonpayment of delinquent ad valorem taxes. If the property is sold for delinquent ad valorem taxes, the assessment under this section shall be added to the delinquent tax and collected at the same time and in the same manner.

All decisions rendered under the provisions of this section may be appealed in the same manner as appeals from other action of municipal governing authorities are taken.

For any questions, please call the Director of Community Development for the City of Brandon at 601.825.5021.

This the 6th day of October, 2025.



City of Brandon Director of Community Development

A copy of this notice shall be recorded in the minutes of the governing authority in conjunction with the hearing required by MCA Section 21-19-11 (1972 as amended).

Notice shall be provided to the property owner by:

(a) United States mail two (2) weeks before the date of the hearing mailed to the address of the subject property and to the address where the ad valorem tax notice for such property is sent by the office charged with collecting ad valorem tax; and

(b) Posting notice for at least two (2) weeks before the date of a hearing on the property or parcel of land alleged to be in need of cleaning and at city hall or another place in the municipality where such notices are posted.

This Notice was posted on the subject property on: 10/6/2025

By: Joseph Moran

This Notice was posted at city hall on: 10/6/2025

By: Joseph Moran

This Notice was mailed via United States Mail, postage prepaid,
to each address identified above on: 10/6/2025

By: Joseph Moran

PPIN	Parcel Number	Section	Township	Range
032617	I08L000006 00100	15	05	03
Google Map	GIS Map	Deed Preview		Building Sketch
External Link	Rankin County GIS Map Viewer	Rankin County Deed Viewer		01
Assessed Owner		Appraised Values		
JOHNSON WAYNE A & LINDA D		Land Value	18,500.00	
1024 HALEY CREEK LANE CRYSTAL SPRINGS MS39058		Improvement Value	51,500.00	
		Total	70,000.00	
		Assessed Values		
Location		Land Value	0.00	
		Improvement Value	10,500.00	
		Total	10,500.00	
Legal Description		Building Info.		
LOT 10 WISTERIA PARK PART 2 BLOCK F DB 308 PG 785 0032274 DB 490 PG 0107 0082285		Year Built	1953	
		Base Area	1352	
		Adjusted Area	1354	
TAXES	Due	Paid	Structure Code	001
County	438.27	438.27	Deed Info	
City	346.50	346.50	Book	1016
School	585.69	585.69	Page	453
Total	1,370.46	1,370.46	Date	5/13/2003
Paid By	GULF TL LLC		Miscellaneous	
Paid - Receipt #	Y		Homestead Code	
Date Paid	9/11/2025			
# of Payments	1			
Penalty Paid	237.97			

BLUE
HIGHLIGHT
INDICATES
CURRENT VIOLATIONS

101560454

CHAPTER 3

GENERAL REQUIREMENTS

User note:

About this chapter: Chapter 3 is broad in scope and includes a variety of requirements for the maintenance of exterior property areas, as well as the interior and exterior elements of the structure, that are intended to maintain a minimum level of safety and sanitation for both the general public and the occupants of a structure, and to maintain a building's structural and weather-resistance performance. Specifically, Chapter 3 contains criteria for the maintenance of building components; vacant structures and land; the safety, sanitation and appearance of the interior and exterior of structures and all exterior property areas; accessory structures; extermination of insects and rodents; access barriers to swimming pools, spas and hot tubs; vehicle storage and owner/occupant responsibilities.

SECTION 301 GENERAL

301.1 Scope. The provisions of this chapter shall govern the minimum conditions and the responsibilities of persons for maintenance of structures, equipment and exterior property.

301.2 Responsibility. The owner of the premises shall maintain the structures and exterior property in compliance with these requirements, except as otherwise provided for in this code. A person shall not occupy as owner-occupant or permit another person to occupy premises that are not in a sanitary and safe condition and that do not comply with the requirements of this chapter. Occupants of a dwelling unit, rooming unit or housekeeping unit are responsible for keeping in a clean, sanitary and safe condition that part of the dwelling unit, rooming unit, housekeeping unit or premises they occupy and control.

301.3 Vacant structures and land. Vacant structures and premises thereof or vacant land shall be maintained in a clean, safe, secure and sanitary condition as provided herein so as not to cause a blighting problem or adversely affect the public health or safety.

SECTION 302 EXTERIOR PROPERTY AREAS

302.1 Sanitation. Exterior property and premises shall be maintained in a clean, safe and sanitary condition. The occupant shall keep that part of the exterior property that such occupant occupies or controls in a clean and sanitary condition.

302.2 Grading and drainage. Premises shall be graded and maintained to prevent the erosion of soil and to prevent the accumulation of stagnant water thereon, or within any structure located thereon.

Exception: Approved retention areas and reservoirs.

302.3 Sidewalks and driveways. Sidewalks, walkways, stairs, driveways, parking spaces and similar areas shall be kept in a proper state of repair, and maintained free from hazardous conditions.

302.4 Weeds. Premises and exterior property shall be maintained free from weeds or plant growth in excess of 12 inches.

12 INCHES Noxious weeds shall be prohibited. Weeds shall be defined as all grasses, annual plants and vegetation, other than trees or shrubs provided; however, this term shall not include cultivated flowers and gardens.

Upon failure of the owner or agent having charge of a property to cut and destroy weeds after service of a notice of violation, they shall be subject to prosecution in accordance with Section 106.3 and as prescribed by the authority having jurisdiction. Upon failure to comply with the notice of violation, any duly authorized employee of the jurisdiction or contractor hired by the jurisdiction shall be authorized to enter upon the property in violation and cut and destroy the weeds growing thereon, and the costs of such removal shall be paid by the owner or agent responsible for the property.

Per Sec 18-61: ADOPTION (#7 f-h) added

Section 302.4.1 Vegetation planted and maintained for landscaping purposes or for erosion control shall be exempt from the requirements of this Section".

and shall not discharge gases, steam, vapor, hot air, grease, smoke, odors or other gaseous or particulate wastes directly on abutting or adjacent public or private property or that of another tenant.

302.7 Accessory structures. Accessory structures, including detached garages, fences and walls, shall be maintained structurally sound and in good repair.

Per Sec 18-61: ADOPTION

Section 302.7.1 Mailboxes. All mailboxes shall be maintained structurally sound and in good repair, to include the box, post, and all attachments".

work is performed inside a structure or similarly enclosed area designed and approved for such purposes.

(CONTINUED)

- l. Section 903.2.1.4 Group A-4 item number 1 replace "12,000 square feet" with "10,000 square feet".
 - m. Section 903.2.4 Group F-1 item number 1 replace "12,000 square feet" with "7,500 square feet".
 - n. Section 903.2.7 Group M item number 1 replace "12,000 square feet" with "10,000 square feet".
 - o. Section 903.2.9 Group S-1 item number 1 replace "12,000 square feet" with "10,000 square feet total gross floor area".
 - p. Section 903.2.9.1 Repair garages item number 1 replace "12,000 square feet" with "4,000 square feet total gross floor area".
 - q. Section 903.2.9.1 Repair garages item number 2 replace "12,000 square feet" with "4,000 square feet total gross floor area".
 - r. Add new Section 903.2.10.2 "Group U Miscellaneous. An automatic sprinkler system shall be provided throughout all buildings 10,000 or more square feet gross floor area".
 - s. Adopt Appendix B Fire-Flow Requirements for Buildings.
 - t. Adopt Appendix C Fire Hydrant Locations and Distribution.
 - u. Adopt Appendix D Fire Apparatus Access Roads.
 - v. Adopt Appendix E Hazard Categories.
 - w. Adopt Appendix F Hazard Ranking.
7. The International Property Maintenance Code, 2018 Edition, with amendments. Subject to the following:
- a. Section 101.1 replace "Name of Jurisdiction" with "The City of Brandon, Mississippi".
 - b. Delete Section 103 Department of Property Maintenance Inspection.
 - c. Delete Section 111 Means of Appeal.
 - d. Section 112.4 replace "Amount" with "\$500.00" and replace "Amount" with "\$500.00".
 - e. Section 302.4 replace "Jurisdiction to Insert Height in Inches" with "12 inches (104 mm)".
 - f. Add "Section 302.4.1 Vegetation planted and maintained for landscaping purposes or for erosion control shall be exempt from the requirements of this Section".
 - g. Add "Section 302.4.2 Vegetation located beyond fifty feet (50') from the back of curb or edge of pavement on a lot over one acre that is in a natural state shall be exempt from the requirements of this Section".
 - h. Add "Section 302.4.3 Vegetation located on an unimproved, cleared lot shall be maintained to prohibit vegetation over 24 inches in height".
 - i.

GENERAL REQUIREMENTS

- 2.4. Fissures.
- 2.5. Spalling.
- 2.6. Exposed reinforcement.
- 2.7. *Detached*, dislodged or failing connections.
3. Aluminum that has been subjected to any of the following conditions:
 - 3.1. *Deterioration*.
 - 3.2. Corrosion.
 - 3.3. Elastic deformation.
 - 3.4. *Ultimate deformation*.
 - 3.5. Stress or strain cracks.
 - 3.6. Joint fatigue.
 - 3.7. *Detached*, dislodged or failing connections.
4. Masonry that has been subjected to any of the following conditions:
 - 4.1. *Deterioration*.
 - 4.2. *Ultimate deformation*.
 - 4.3. Fractures in masonry or mortar joints.
 - 4.4. Fissures in masonry or mortar joints.
 - 4.5. Spalling.
 - 4.6. Exposed reinforcement.
 - 4.7. *Detached*, dislodged or failing connections.
5. Steel that has been subjected to any of the following conditions:
 - 5.1. *Deterioration*.
 - 5.2. Elastic deformation.
 - 5.3. *Ultimate deformation*.
 - 5.4. Metal fatigue.
 - 5.5. *Detached*, dislodged or failing connections.
6. Wood that has been subjected to any of the following conditions:
 - 6.1. *Ultimate deformation*.
 - 6.2. *Deterioration*.
 - 6.3. Damage from insects, rodents and other vermin.
 - 6.4. Fire damage beyond charring.
 - 6.5. Significant splits and checks.
 - 6.6. Horizontal shear cracks.
 - 6.7. Vertical shear cracks.
 - 6.8. Inadequate support.
 - 6.9. *Detached*, dislodged or failing connections.
 - 6.10. Excessive cutting and notching.

Exceptions:

1. Where substantiated otherwise by an *approved* method.
2. Demolition of unsafe conditions shall be permitted where *approved* by the *code official*.

SECTION 307
HANDRAILS AND GUARDRAILS

307.1 General. Every exterior and interior flight of stairs having more than four risers shall have a handrail on one side of the stair and every open portion of a stair, landing, balcony, porch, deck, ramp or other walking surface that is more than 30 inches (762 mm) above the floor or grade below shall have *guards*. Handrails shall be not less than 30 inches (762 mm) in height or more than 42 inches (1067 mm) in height measured vertically above the nosing of the tread or above the finished floor of the landing or walking surfaces. *Guards* shall be not less than 30 inches (762 mm) in height above the floor of the landing, balcony, porch, deck, or ramp or other walking surface.

Exception: *Guards* shall not be required where exempted by the adopted building code.

SECTION 308
RUBBISH AND GARBAGE

308.1 Accumulation of rubbish or garbage. *Exterior property and premises*, and the interior of every structure, shall be free from any accumulation of *rubbish* or garbage.

308.2 Disposal of rubbish. Every *occupant* of a structure shall dispose of all *rubbish* in a clean and sanitary manner by placing such *rubbish* in *approved* containers.

308.2.1 Rubbish storage facilities. The *owner* of every occupied *premises* shall supply *approved* covered containers for *rubbish*, and the *owner* of the *premises* shall be responsible for the removal of *rubbish*.

308.2.2 Refrigerators. Refrigerators and similar equipment not in operation shall not be discarded, abandoned or stored on *premises* without first removing the doors.

308.3 Disposal of garbage. Every *occupant* of a structure shall dispose of garbage in a clean and sanitary manner by placing such garbage in an *approved* garbage disposal facility or *approved* garbage containers.

308.3.1 Garbage facilities. The *owner* of every dwelling shall supply one of the following: an *approved* mechanical food waste grinder in each *dwelling unit*; an *approved* incinerator unit in the structure available to the *occupants* in each *dwelling unit*; or an *approved* leakproof, covered, outside garbage container.

308.3.2 Containers. The *operator* of every establishment producing garbage shall provide, and at all times cause to be utilized, *approved* leakproof containers provided with close-fitting covers for the storage of such materials until removed from the *premises* for disposal.

Section 18-61: Adoption

Section 308.4 Garbage or Refuse Containers. Garbage or refuse

containers shall be stored out of public view except when placed for collection or when stored in an open carport or garage.

Garbage or refuse containers shall be returned to the storage

location not later than 8:00 am the day following collection".

SCOPE AND ADMINISTRATION

5. Inform the property *owner* or owner's authorized agent of the right to appeal.
6. Include a statement of the right to file a lien in accordance with Section 106.3.

107.3 Method of service. Such notice shall be deemed to be properly served if a copy thereof is: delivered personally, or sent by certified or first-class mail addressed to the last known address. If the notice is returned showing that the letter was not delivered, a copy thereof shall be posted in a conspicuous place in or about the structure affected by such notice.

107.4 Unauthorized tampering. Signs, tags or seals posted or affixed by the *code official* shall not be mutilated, destroyed or tampered with, or removed without authorization from the *code official*.

107.5 Penalties. Penalties for noncompliance with orders and notices shall be as set forth in Section 106.4.

107.6 Transfer of ownership. It shall be unlawful for the *owner* of any *dwelling unit* or structure who has received a compliance order or upon whom a notice of violation has been served to sell, transfer, mortgage, lease or otherwise dispose of such *dwelling unit* or structure to another until the provisions of the compliance order or notice of violation have been complied with, or until such *owner* or the owner's authorized agent shall first furnish the grantee, transferee, mortgagee or lessee a true copy of any compliance order or notice of violation issued by the *code official* and shall furnish to the *code official* a signed and notarized statement from the grantee, transferee, mortgagee or lessee, acknowledging the receipt of such compliance order or notice of violation and fully accepting the responsibility without condition for making the corrections or repairs required by such compliance order or notice of violation.

SECTION 108 UNSAFE STRUCTURES AND EQUIPMENT

108.1 General. When a structure or equipment is found by the *code official* to be unsafe, or when a structure is found unfit for human *occupancy*, or is found unlawful, such structure shall be *condemned* pursuant to the provisions of this code.

108.1.1 Unsafe structures. An unsafe structure is one that is found to be dangerous to the life, health, property or safety of the public or the *occupants* of the structure by not providing minimum safeguards to protect or warn *occupants* in the event of fire, or because such structure contains unsafe equipment or is so damaged, decayed, dilapidated, structurally unsafe or of such faulty construction or unstable foundation, that partial or complete collapse is possible.

108.1.2 Unsafe equipment. Unsafe equipment includes any boiler, heating equipment, elevator, moving stairway, electrical wiring or device, flammable liquid containers or other equipment on the *premises* or within the structure that is in such disrepair or condition that such equipment is a hazard to life, health, property or safety of the public or *occupants* of the *premises* or structure.

108.1.3 Structure unfit for human occupancy. A structure is unfit for human *occupancy* whenever the *code official* finds that such structure is unsafe, unlawful or, because of the degree to which the structure is in disrepair or lacks maintenance, is insanitary, vermin or rat infested, contains filth and contamination, or lacks *ventilation*, illumination, sanitary or heating facilities or other essential equipment required by this code, or because the location of the structure constitutes a hazard to the *occupants* of the structure or to the public.

108.1.4 Unlawful structure. An unlawful structure is one found in whole or in part to be occupied by more persons than permitted under this code, or was erected, altered or occupied contrary to law.

108.1.5 Dangerous structure or premises. For the purpose of this code, any structure or *premises* that has any or all of the conditions or defects described as follows shall be considered to be dangerous:

1. Any door, aisle, passageway, stairway, exit or other means of egress that does not conform to the *approved* building or fire code of the jurisdiction as related to the requirements for existing buildings.
2. The walking surface of any aisle, passageway, stairway, exit or other means of egress is so warped, worn loose, torn or otherwise unsafe as to not provide safe and adequate means of egress.
3. Any portion of a building, structure or appurtenance that has been damaged by fire, earthquake, wind, flood, *deterioration*, *neglect*, abandonment, vandalism or by any other cause to such an extent that it is likely to partially or completely collapse, or to become *detached* or dislodged.
4. Any portion of a building, or any member, appurtenance or ornamentation on the exterior thereof that is not of sufficient strength or stability, or is not so *anchored*, attached or fastened in place so as to be capable of resisting natural or artificial loads of one and one-half the original designed value.
5. The building or structure, or part of the building or structure, because of dilapidation, *deterioration*, decay, faulty construction, the removal or movement of some portion of the ground necessary for the support, or for any other reason, is likely to partially or completely collapse, or some portion of the foundation or underpinning of the building or structure is likely to fail or give way.
6. The building or structure, or any portion thereof, is clearly unsafe for its use and *occupancy*.
7. The building or structure is *neglected*, damaged, dilapidated, unsecured or abandoned so as to become an attractive nuisance to children who might play in the building or structure to their danger, becomes a harbor for vagrants, criminals or immoral persons, or enables persons to resort to the building or structure for committing a nuisance or an unlawful act.

SCOPE AND ADMINISTRATION

8. Any building or structure has been constructed, exists or is maintained in violation of any specific requirement or prohibition applicable to such building or structure provided by the approved building or fire code of the jurisdiction, or of any law or ordinance to such an extent as to present either a substantial risk of fire, building collapse or any other threat to life and safety.
9. A building or structure, used or intended to be used for dwelling purposes, because of inadequate maintenance, dilapidation, decay, damage, faulty construction or arrangement, inadequate light, ventilation, mechanical or plumbing system, or otherwise, is determined by the code official to be unsanitary, unfit for human habitation or in such a condition that is likely to cause sickness or disease.
10. Any building or structure, because of a lack of sufficient or proper fire-resistance-rated construction, fire protection systems, electrical system, fuel connections, mechanical system, plumbing system or other cause, is determined by the code official to be a threat to life or health.
11. Any portion of a building remains on a site after the demolition or destruction of the building or structure or whenever any building or structure is abandoned so as to constitute such building or portion thereof as an attractive nuisance or hazard to the public.

108.2 Closing of vacant structures. If the structure is vacant and unfit for human habitation and occupancy, and is not in danger of structural collapse, the code official is authorized to post a placard of condemnation on the premises and order the structure closed up so as not to be an attractive nuisance. Upon failure of the owner or owner's authorized agent to close up the premises within the time specified in the order, the code official shall cause the premises to be closed and secured through any available public agency or by contract or arrangement by private persons and the cost thereof shall be charged against the real estate upon which the structure is located and shall be a lien upon such real estate and shall be collected by any other legal resource.

108.2.1 Authority to disconnect service utilities. The code official shall have the authority to authorize disconnection of utility service to the building, structure or system regulated by this code and the referenced codes and standards set forth in Section 102.7 in case of emergency where necessary to eliminate an immediate hazard to life or property or where such utility connection has been made without approval. The code official shall notify the serving utility and, whenever possible, the owner or owner's authorized agent and occupant of the building, structure or service system of the decision to disconnect prior to taking such action. If not notified prior to disconnection the owner, owner's authorized agent or occupant of the building structure or service system shall be notified in writing as soon as practical thereafter.

108.3 Notice. Whenever the code official has condemned a structure or equipment under the provisions of this section, notice shall be posted in a conspicuous place in or about the structure affected by such notice and served on the owner, owner's authorized agent or the person or persons responsible for the structure or equipment in accordance with Section 107.3. If the notice pertains to equipment, it shall be placed on the condemned equipment. The notice shall be in the form prescribed in Section 107.2.

108.4 Placarding. Upon failure of the owner, owner's authorized agent or person responsible to comply with the notice provisions within the time given, the code official shall post on the premises or on defective equipment a placard bearing the word "Condemned" and a statement of the penalties provided for occupying the premises, operating the equipment or removing the placard.

108.4.1 Placard removal. The code official shall remove the condemnation placard whenever the defect or defects upon which the condemnation and placarding action were based have been eliminated. Any person who defaces or removes a condemnation placard without the approval of the code official shall be subject to the penalties provided by this code.

108.5 Prohibited occupancy. Any occupied structure condemned and placarded by the code official shall be vacated as ordered by the code official. Any person who shall occupy a placarded premises or shall operate placarded equipment, and any owner, owner's authorized agent or person responsible for the premises who shall let anyone occupy a placarded premises or operate placarded equipment shall be liable for the penalties provided by this code.

108.6 Abatement methods. The owner, owner's authorized agent, operator or occupant of a building, premises or equipment deemed unsafe by the code official shall abate or cause to be abated or corrected such unsafe conditions either by repair, rehabilitation, demolition or other approved corrective action.

108.7 Record. The code official shall cause a report to be filed on an unsafe condition. The report shall state the occupancy of the structure and the nature of the unsafe condition.

SECTION 109 EMERGENCY MEASURES

109.1 Imminent danger. When, in the opinion of the code official, there is imminent danger of failure or collapse of a building or structure that endangers life, or when any structure or part of a structure has fallen and life is endangered by the occupation of the structure, or when there is actual or potential danger to the building occupants or those in the proximity of any structure because of explosives, explosive fumes or vapors or the presence of toxic fumes, gases or materials, or operation of defective or dangerous equipment, the code official is hereby authorized and empowered to order and require the occupants to vacate the premises forthwith. The code official shall cause to be posted at each entrance to such structure a notice reading as follows: "This Structure Is Unsafe and Its Occupancy Has Been Prohibited by the Code

The maintaining, using, placing, depositing, leaving or permitting to be or remain on any public or private property of any of the following items, conditions or actions is hereby declared to be and constitute a nuisance; provided, however, that this enumeration shall not be deemed or construed to be conclusive, limiting or restrictive:

- (1) Noxious weeds and other rank vegetation.
- (2) Accumulations of rubbish, trash, refuse, junk and other abandoned materials, metals, lumber or other things.
- (3) Any condition which provides harborage for rats, mice, snakes and other vermin.
- (4) Any building or other structure which is in such a dilapidated condition that it is unfit for human habitation, or kept in such an insanitary condition that it is a menace to the health of people residing in the vicinity thereof, or presents a more than ordinarily dangerous fire hazard in the vicinity where it is located.
- (5) All unauthorized noises and vibrations, including animal noises.
- (6) All obnoxious odors and stenches, as well as the conditions, substances or other causes which give rise to the emission or generation of such odors and stenches.
- (7) The carcasses of animals or fowl not disposed of within a reasonable time after death.
- (8) The pollution of any public well or cistern, stream, lake, canal or body of water by sewage, dead animals, creamery or industrial wastes or other substances.
- (9) Any building, structure or other place or location where any activity which is in violation of local, state or federal law is conducted, performed or maintained.
- (10) Any accumulation of stagnant water permitted or maintained on any lot or piece of ground.
- (11) Dense smoke, noxious fumes, gas, soot or cinders in unreasonable quantities.

Oct 16, 2025 at 11:44:42 AM
131 Meadow Lane Dr
Brandon MS 39042



Oct 16, 2025 at 11:45:06 AM
131 Meadow Lane Dr
Brandon MS 39042



Oct 16, 2025 at 11:44:27 AM
131 Meadow Lane Dr
Brandon MS 39042



Oct 16, 2025 at 11:45:02 AM
131 Meadow Lane Dr
Brandon MS 39042



Network: Sep 18, 2025 at 3:58:51 PM CDT
Local: Sep 18, 2025 at 3:58:50 PM CDT
+32.275446,-89.979540
131 Meadow Lane Dr
Brandon MS 39042
United States



Oct 15, 2025 at 2:15:38 PM
131 Meadow Lane Dr
Brandon MS 39042
United States



Oct 6, 2025 at 4:00:41 PM
131 Meadow Lane Dr
Brandon MS 39042



Network: Sep 18, 2025 at 3:56:27 PM CDT
Local: Sep 18, 2025 at 3:56:27 PM CDT
+32.275604, -89.979663
131 Meadow Lane Dr
Brandon MS 39042
United States



Network: Sep 18, 2025 at 3:56:29 PM CDT
Local: Sep 18, 2025 at 3:56:29 PM CDT
+32.275604, -89.979663
131 Meadow Lane Dr
Brandon MS 39042
United States



Oct 16, 2025 at 10:38:56 AM
Brandon, MS 39042
131 meadow lane



Oct 16, 2025 at 10:38:54 AM
Brandon, MS 39042
131 meadow lane



Oct 6, 2025 at 4:00:02 PM
131 Meadow Lane Dr
Brandon MS 39042



Oct 15, 2025 at 2:15:07 PM
131 Meadow Lane Dr
Brandon MS 39042
United States





MEMORANDUM

TO: HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN
FROM: JOEY BARNETTE
DATE: 10/16/2025
SUBJECT: COMPREHENSIVE SIGN PLAN - REVELL ACE HARDWARE

Consideration of a comprehensive sign plan for Revell Ace Hardware Case# 25-037 located at 204 East Government Street Parcel # I8K-47.

ATTACHMENTS:

1. Case # 25-037 MABOA 10-20-2025 Staff Report Comprehensive sign Revell Ace Hardware



STAFF REPORT

CASE # 25-037

Subject Matter: Comprehensive Sign Plan Request

Subject Property: Revell Ace Hardware, LLC
204 East Government Street
Parcel # 18K-47

Zoning District: VMU

Ward: 4- Vinson

Overview:

The property at 204 E. Government St has been remodeled as Revell Ace Hardware Brandon MS. The applicant is requesting consideration of the main detached ground sign to be allowed a height of 10' due to existing topography limiting the visibility of a max height of 5 Feet as allowed under the VMU zoning district.

- VMU zoning district requires:
 - Max size 40 square feet
 - Max height 5 feet
 - Number 1/Street frontage
 - Setback 1' from a right of way

As an alternative to the prescribed sign standards a Comprehensive Sign Plan for a proposed or existing development may be approved by the Mayor and Board.

The purpose of a Comprehensive Sign Plan is to provide for the establishment of signage criteria that are tailored to a specific development or location, and which may vary from specific Ordinance provisions. The intent is to provide flexible sign criteria that promote superior design through architectural integration of the site, buildings and signs.

The applicant must prove the following:

- The development site contains unique or unusual physical conditions, such as topography, proportion, size or relation to a public street that would limit or restrict normal Sign visibility; or
- The proposed or existing development exhibits unique characteristics of land use, architectural style, site location, physical scale, historical interest or other distinguishing features that represent a clear variation from conventional development; or
- The proposed signage incorporates special design features such as logos, emblems, murals or statuary that are integrated with the building architecture.

The applicant is requesting approval of their Comprehensive Sign Plan as prescribed in the zoning ordinance due to the unique characteristics listed below:

The proposed ground sign exceeds the allowable signage requirement of the VMU zoning district. The ground sign sits below a berm and retaining wall located at 202 East Government Street that would hinder the visibility of the new ground sign as the existing pole sign is removed.

Application # 25-037
Date Received: October 16, 2025
Subject Property: 204 East Government Street
Applicant: Mitchell Signs, Inc / Revell Ace Brandon LLC

See "Letter From Applicant" for further information.

Staff Recommendation:

Staff find that the Comprehensive Sign Plan meets the standards to be approved and recommends approval of the requested Comprehensive Sign Plan.

Exhibits:

- A) Letter from Applicant
- B) Sign Application
- C) Sign Drawings

Report Prepared By: Randy Barnes, Community Development



3200 Hwy. 45 North • Meridian, MS 39301

October 16, 2025

City of Brandon – Community Development Department
1000 Municipal Drive
Brandon, MS 39042

Subject: Apology and Corrective Action Regarding Sign Permit Oversight

Dear City of Brandon Community Development Team,

On behalf of Mitchell Signs, I would like to sincerely apologize for our recent oversight in proceeding with sign installation work without first obtaining the proper permit from your office. We understand and respect the importance of the City's permitting process, and we recognize that this lapse on our part was a mistake that should not have occurred.

I take full responsibility for the oversight and am fully committed to correcting the situation. Our team is currently gathering all necessary documentation and drawings to submit a complete permit application for review. We will also comply with any recommendations or corrective actions that your department requires to bring this project into full compliance with city regulations.

Mitchell Signs values our long-standing working relationship with the City of Brandon and takes pride in supporting local businesses and developments. We assure you that steps are being taken internally to strengthen our project review process to ensure that proper permitting is obtained before any future work begins.

I am including a transcript of the conversation which was had between salesperson Betsy Luke and Randy Barnes in July of this year. I am also including the original sign permit I completed but forgot to send on August 8th of this year. I cannot apologize enough that you are having to take time to review these documents.

Thank you for your time and consideration.

Respectfully,

Shea Goff

Project Manager

Mitchell Signs, Inc.

shea.goff@mitchellcompanies.com

(601) 482-7471

Thursday, October 16, 2025 at 1:21 PM
N 32° 16' 23", W 89° 59' 7"
Brandon, MS



Thursday, October 16, 2025 at 1:21 PM
N 32° 16' 23", W 89° 59' 9"
Brandon, MS



SCALE
1/8"=1'-0"

NEW ID WITH MARQUE / NEW POLE - **OPTION A**



SQFT: 40'



EXISTING

(QTY. 1) 5' x 6' D/ F ILLUMINATED SIGN CABINET WITH ALUMINUM BASE ON NEW POLE STRUCTURE.

****SURVEY REQUIRED FOR EXISTING PLATE HOLE PATTERN.**

PAN / EMBOSSED FACES WITH TRANS VINYL GRAPHICS ON THE ID SIGN.

CABINET & BASE PAINTED BLACK

ID CABINET INTERNALLY ILLUMINATED WITH SLOAN WHITE LEDS.

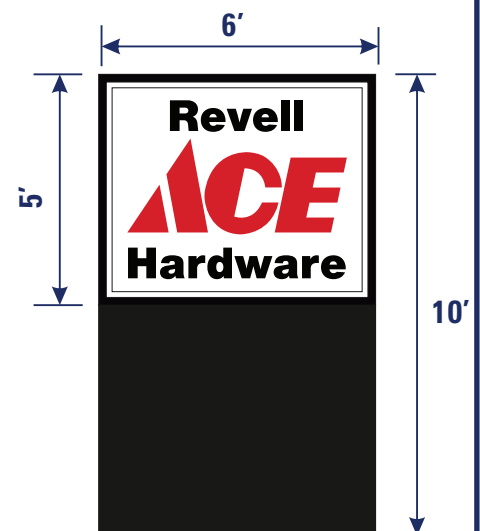
****NOTE: WILL A POLE BASE COVER INTERFERE WITH TRAFFIC PULLING OUT OF THIS BUSINESS? MAY HINDER THEIR LINE OF SITE.**



3630-33
TRANS
RED VINYL



3630-22 BLACK C
VINYL



CUSTOMER: REVELL ACE HARDWARE
ADDRESS: 204 EAST GOVERNMENT ST
CITY/STATE: BRANDON, MS 39042
SIGN TYPE: PYLON REFURB
FILE: 3809-4ASj_REVELL_Ace Hardware_(brandon_refurb monument)

W.O. #: 00000

APPROVAL: _____

SALES REP: BETSY LUKE
ARTIST: Amanda Stuart Jackson
DATE: 07/18/25
ART REVISED: 07/23/25, 07/29/25, 07/31/25
RELEASE: _____

This artwork is provided as an example of concept and color. There are no exact match between printed CMYK inks and commercial grade paints. Please contact your representative and choose a PANTON® color for paint. Mitchell Signs Company does not provide primary electrical to the sign location or site. All signs will be wired for 120v electrical services unless otherwise noted.

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PHONE: 601-482-7471 • 1-800-467-7471 • FAX: 601-482-7474



SCALE
1/8"=1'-0"

NEW ID WITH MARQUE / NEW POLE- OPTION B



SQFT: 40'



EXISTING

(QTY. 1) 5' x 6' D/ F ILLUMINATED SIGN CABINET WITH SMALL MARQUE/ BASE WITH FAUX BRICK ON NEW POLE STRUCTURE.

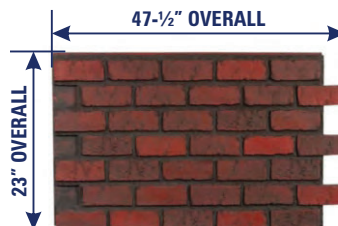
****SURVEY REQUIRED FOR EXISTING PLATE HOLE PATTERN.**

PAN / EMBOSSED FACES WITH TRANS VINYL GRAPHICS ON THE ID SIGN.

CABINET PAINTED BLACK / INTERNALLY ILLUMINATED WITH SLOAN WHITE LEDS.

BASE TO HAVE TEXTURE PLUS FAUX BRICK.

****NOTE: WILL A POLE BASE COVER INTERFERE WITH TRAFFIC PULLING OUT OF THIS BUSINESS? MAY HINDER THEIR LINE OF SITE.**



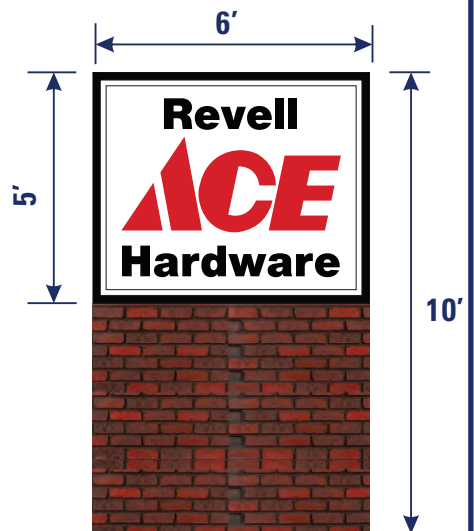
TEXTURE PLUS FAUX BRICK PANELS
ANTIQUE DARK RED DARK GROUT



3630-33
TRANS
RED VINYL



3630-22 BLACK C
VINYL



CUSTOMER: REVELL ACE HARDWARE

ADDRESS: 204 EAST GOVERNMENT ST

CITY/STATE: BRANDON, MS 39042

SIGN TYPE: PYLON REFURB

FILE: 3809-4ASj_REVELL_Ace Hardware_(brandon_refurb monument)

W.O. #: 00000

APPROVAL: _____

SALES REP: BETSY LUKE

ARTIST: *Amanda Stuart Jackson*

DATE: 07/18/25

ART REVISED: 07/23/25, 07/29/25
07/31/25

RELEASE: _____

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COMMUNITY DEVELOPMENT

Sign Permit Application

DATE RECEIVED

PERMIT NUMBER

REVELL ACE BRANDON, LLC			204 East Government Street		
Name of Business			Property Address		
Joe, Dunaway and Tim Rooks			Business Contact (If Different)		
Business Owner's Name					
565 Pearl Park Plaza			601-372-5534		
Street Address			Primary Telephone		
Pearl	MS	39208	joe.rooks@teamrevell.com		
City	State	Zip Code	Email		
Mitchell Signs, Inc.			Shea Goff		
Primary Contractor			Primary Contractor Contact Name		
3200 Highway 45 North			601-482-7471		
Street Address			Primary Telephone		
Meridian	MS	39301	shea.goff@mitchellcompanies.com		
City	State	Zip Code	Email		

Wall Sign Dimensions	Sq. Footage	Valuation
3'6" x 28'	98.00	\$10,990
Wall Sign Totals:	98.00	\$10,990

Ground Sign Dimensions	Sq. Footage	Height	Valuation
6' x 10'	60.00	10'	\$7,990
Ground Sign Totals:	60.00		\$7,990

The following items are required and must be submitted with this application:

- Scaled Drawings of all proposed signage including sign dimensions (height & width of sign, sign background area, materials, and colors).
- Site Plan showing the location of the proposed signage and any existing signs. Site plans for proposed freestanding signs must be to scale and include setback measurements from property line to sign and other relevant dimensions to locate sign-on-site.
- Building Elevations showing proposed location of signage and any existing signage for that business. Building elevations must also identify tenant's leased frontage area (if applicable).
- The following may be required: Illumination details, landscape details for freestanding signs, footing details and pipe size for new freestanding signs.

I hereby agree that if this application is approved and a sign permit issued, I will comply with all the requirements of the City of Brandon ordinances, building codes and zoning regulations pertaining to signs.

Permit Holder's Signature:

Date:

8/8/25

permitting@brandonms.org

SCALE
3/32" = 1'-0"

RACEWAY MOUNTED CHANNEL LETTERS



NIGHT VIEW

Revell **ACE** Hardware



3/16" SCALE
SQFT: 62.39'

Trim: 1" Black Trim Cap
Returns: 5" Black
Face: 2793 Red Acrylic & White Acrylic
Letter Interior: Gloss White
Internal Illumination: Sloan White Leds
Raceway Color: Sw7069 Iron Ore

**QTY. 1 - SET RACEWAY MOUNTED
FACE ILLUMINATED CHANNEL LETTERS**

CUSTOMER: REVELL ACE HARDWARE
ADDRESS: 204 EAST GOVERNMENT ST
CITY/STATE: BRANDON, MS 39042
SIGN TYPE: CHANNEL LETTERS
FILE: 3809-2ASj_REVELL_Ace Hardware_(brandon_channel letters)

W.O. #: 00000

APPROVAL: _____

SALES REP: BETSY LUKE
ARTIST: Amanda Stuart Jackson
DATE: 07/18/25
REV: 00/00/25
RELEASE: _____

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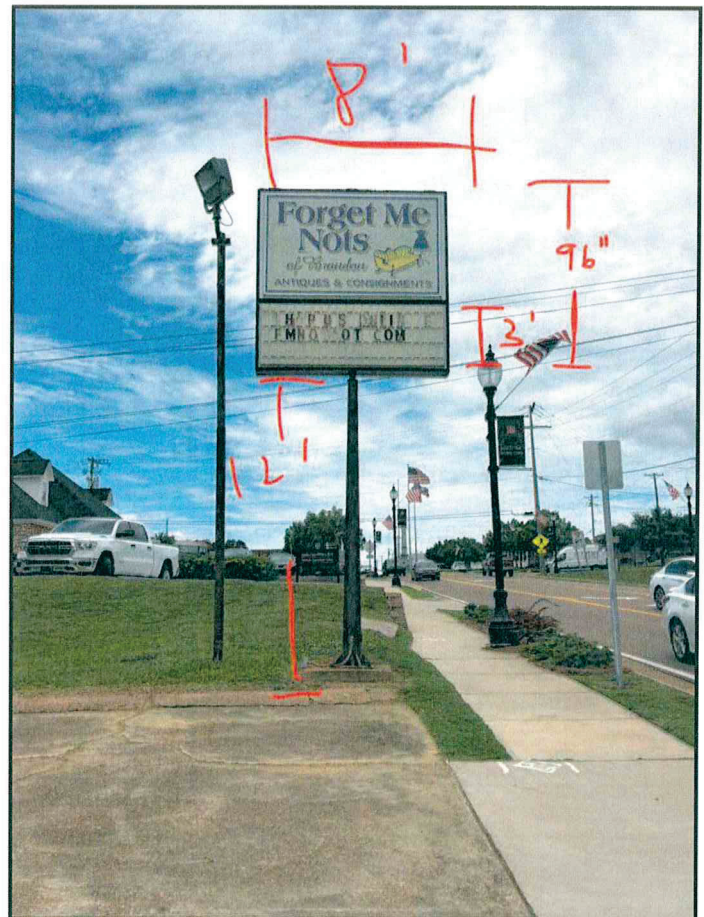


SCALE
1/8" = 1'-0"

NEW ID WITH MARQUE / NEW POLE - **OPTION A**



SQFT: 40'



EXISTING

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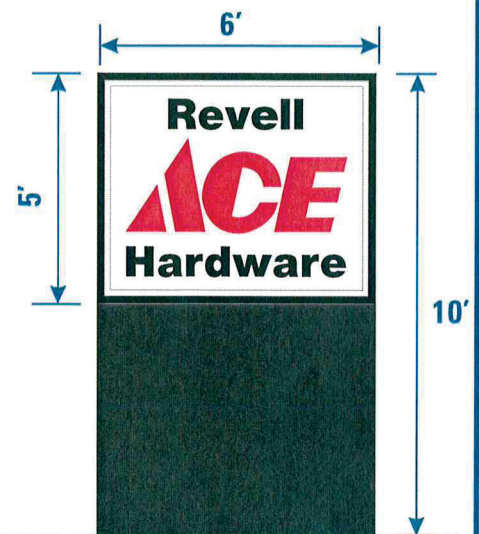
****NOTE: WILL A POLE BASE COVER INTERFERE WITH TRAFFIC PULLING OUT OF THIS BUSINESS? MAY HINDER THEIR LINE OF SITE.**



3630-33
TRANS
RED VINYL



3630-22 BLACK C
VINYL



CUSTOMER: REVELL ACE HARDWARE

ADDRESS: 204 EAST GOVERNMENT ST

CITY/STATE: BRANDON, MS 39042

SIGN TYPE: PYLON REFURB

FILE: 3809-4ASJ_REVELL_Ace Hardware_(brandon_refurb monument)

W.O. #: 00000

APPROVAL:

SALES REP: BETSY LUKE

ARTIST: *Amanda Stuart Jackson*

DATE: 07/18/25

ART REVISED: 07/23/25, 07/29/25
07/31/25

RELEASE:

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MEMORANDUM

TO: HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN
FROM: JOSEPH FRENCH
DATE: 10/16/2025
SUBJECT: ACCEPT EQUITABLE SHARE FORFEITURE

Request permission to accept \$1,170.59 from the US Department of Justice equitable share forfeiture and deposit the funds into drug seizure.

ATTACHMENTS:

1. Equitable Share Memo
2. Equitable Share



MEMORANDUM

TO: HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN
FROM: JOSEPH FRENCH
DATE: 10/16/2025
SUBJECT: OUTFITTING NEW VEHICLES

Consideration to approve the following quotes as the lowest and best received for outfitting new vehicles and authorize payment of the same:

- Comsouth - purchase of radios in the amount of \$21,720.14 which will be reimbursed using MS WIN funds
- Lakeland Glass & Tint - striping vehicles in the amount of \$9,500.00
- Rick's Pro Truck - upfitting of vehicles in the amount of \$26,283.00
- Rick's Pro Truck - purchase and installation of vehicle k9 kennel in the amount of \$4,603.00

ATTACHMENTS:

1. Outfitting Vehicles Memo
2. Radio Quotes
3. Striping Vehicle Quotes
4. Upfitting Vehicle Quotes
5. k9 kennel quotes