AGENDA
BRANDON BOARD OF ALDERMEN & MAYOR
SPECIAL CALLED BOARD MEETING
BUTCH LEE, MAYOR PRESIDING
JULY 28, 2026

A. CALL TO ORDER

B. INVOCATION AND PLEDGE OF ALLEGIANCE

C. BUTCH LEE, MAYOR

1. Append special meeting notice to the minutes.

2. Consideration to approve Change Order #1 for construction services for the North Street Sewer Improvements Project for BLD Services, Inc. in the amount of $75,160.50.

D. ADJOURN

[MEET_FOOT]

BRANDON
MISSISSIPPI

MEMORANDUM

TO: HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN

FROM:

DATE: 07/28/2026

SUBJECT: APPEND SPECIAL MEETING NOTICE TO THE MINUTES.

ATTACHMENTS:

1. Notice of Special Board Meeting 7_28_2026
2. Special Board Meeting 7_28_2026

BRANDON
MISSISSIPPI

E-Mail / Fax July 28, 2026

Hon. Sharon Womack, Alderman at Large
Hon. Jarrad Craine, Alderman Ward 1
Hon. Cris Vinson, Alderman Ward 2
Hon. Harry Williams, Alderman Ward 3
Hon. Lu Coker, Alderman Ward 4
Hon. Jereme King, Alderman Ward 5
Hon. David Farris, Alderman Ward 6

RE: NOTICE OF SPECIAL BOARD MEETING –July 28, 2026, 2026, AT 6:00 O'CLOCK P.M.
CITY OF BRANDON CITY HALL BOARDROOM
1000 MUNICIPAL DRIVE, BRANDON, MS

Dear Members of the Board of Aldermen:

Pursuant to Miss. Code Ann. Section 21-3-21, by this written notice, I am calling a Special Board Meeting for the purpose of discussing **the Change Order for the North Street Sewer Rehab Project,** which in my opinion, is important business of the City of Brandon, requiring the calling of this Special Board Meeting. The board meeting will be held on **July 28, 2026, at 6:00 o'clock p.m., at the City of Brandon City Hall Boardroom, 1000 Municipal Drive, Brandon, MS**. I hope that the same will not disrupt your busy schedules.

By this notice, I am providing a facsimile or e-mail of the same for service upon those of you, at least three (3) hours prior to the time fixed for the special board meeting. I hereby direct that the original of this notice, together with endorsement of service upon the individual aldermen, be posted as listed below. Any business not specified in this notice shall not be transacted at this special board meeting.

Thanking you in advance, I am

Sincerely,

Butch Lee, Mayor

9:05 am
Time

Posted by Candance Hunley, Deputy City Clerk, on the bulletin board at Brandon City Hall at 9:05 o clock a.m., transmitted a copy of the notice via email or facsimile not less than one (1) hour before the meeting to all citizens and publications, broadcast or digital media, with a general circulation or coverage with the city's jurisdiction that has submitted its interest to receive these notifications on the 28th day of July 2026.

Candance Hunley, Deputy City Clerk

BRANDON
MISSISSIPPI

NOTICE

OF

SPECIAL BOARD MEETING

TO BE HELD AT THE CITY OF BRANDON CITY HALL BOARDROOM
1000 MUNICIPAL DRIVE

6:00 O'CLOCK P.M. ON THE 28th DAY OF JULY 2026.

SUBJECT MATTER OF THE SESSIONS IS:

1. **CHANGE ORDER FOR NORTH STREET SEWER REHAB PROJECT.**

THIS THE 28TH DAY OF JULY 2026.

CANDANCE HUNLEY
DEPUTY CITY CLERK

BRANDON
MISSISSIPPI

Posted by Candance Hunley, City Clerk, on the bulletin board at Brandon City Hall at 9:05 o'clock a.m., transmitted a copy of the notice via email or facsimile not less than one (1) hour before the meeting to all citizens and publications, broadcast or digital media, with a general circulation or coverage with the City's jurisdiction that has submitted its interest to receive these notifications on the 28TH day of July 2026.

MEMORANDUM

TO: HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN

FROM: BUTCH LEE

DATE: 07/28/2026

SUBJECT: CHANGE ORDER #1

Consideration to approve Change Order #1 for construction services for the North Street Sewer Improvements Project for BLD Services, Inc. in the amount of $75,160.50.

ATTACHMENTS:

1. B-11819 - North Street Sewer Rehabilitation - Change Order #1 Packet

July 27, 2026

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

RE: City of Brandon
North Street Sewer Improvements
Benchmark Project No.: B-11819
Change Order #1

Dear Mr. Wade,

Please find included in this packet all documentation and paperwork necessary for approval of Change Order #1 for construction services for the North Steet Sewer Improvements Project for BLD Services, Inc. in the amount of $75,160.50

This change order is to install an additional manhole, raise five (5) manholes to grade, and to directional drill a new 8” sewer main where an existing 6” main has deteriorated past the point of rehabilitation.

Please let me know should you have any questions or need additional information.

Sincerely,

Brady T. Knight

Brady Knight
Benchmark Engineering & Surveying, LLC

cc: Matthew Miller, PE, PLS (Benchmark)
Carly Dearman (City of Brandon)
File B-11819

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ENGINEERING & SURVEYING, LLC

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CONSTRUCTION CONTRACT CHANGE ORDER

CHANGE ORDER NO.: 1
PROJECT NUMBER: 1201-24-128-PF-01
NAME OF PROJECT: North Street Sewer Improvements
OWNER: City of Brandon
CONTRACTOR: BLD Services, LLC

DESCRIPTION OF CHANGES & JUSTIFICATION

Manhole Installation - This is required to provide an access point a the end of an existing sewer line so that a Cured-In-Place Pipe can be installed. Access points are required at each end of a sewer line for CIPP.
Manhole Raise to Grade - Multiple buried manholes have been identified throughout the project area. Raising them provides current and future access points so that the manholes can function as designed. **Directional Drill 8" Mainline (HDPE DR-11)** – One section of existing sewer pipe has deteriorated to the point that cleaning and installing a cured-in-place liner is no longer an option. The directional drill will install a break bust the existing pipe and pull a new HDPE pipe into the same location as the existing pipe. This method of pipe replacement will minimize the amount of roadway that will be removed due to the pipe installation.

PAY ITEM NO.	DESCRIPTION	CURRENT CONTRACT QUANTITY	UNIT	Unit Price	TOTAL AMOUNT	QUANTITY CHANGE	REVISED CONTRACT QUANTITY	REVISED TOTAL AMOUNT	CHANGE ORDER AMOUNT
CO-1	MANHOLE INSTALLATION	0	EA	$5,800.00	$ -	1	1	$ 5,800.00	$ 5,800.00
CO-2	MANHOLE RAISE TO GRADE	0	EA	$2,200.00	$ -	5	5	$ 11,000.00	$ 11,000.00
CO-3	DIRECTIONAL DRILL 8" MAINLINE (HDPE DR-11)	0	LF	$148.50	$ -	393	393	$ 58,360.50	$ 58,360.50
							Change Order 1 Totals		**$ 75,160.50**

CHANGE ORDER BREAKDOWN

ORIGINAL CONTRACT AMOUNT:	$ 510,087.00	
PREVIOUS CHANGE ORDERS:	$ -	(INCREASE)
AMOUNT THIS CHANGE ORDER:	$ 75,160.50	(INCREASE)
TOTAL CHANGE ORDER:	$ 75,160.50	
ADJUSTED CONTRACT AMOUNT:	**$ 585,247.50**	

ORIGINAL CONTRACT TIME:	120	DAYS	
PREVIOUS TIME ADJUSTMENT:	0	DAYS	
AMOUNT THIS CHANGE ORDER	45	DAYS	(INCREASE)
TOTAL CHANGE ORDER TIME	45		
ADJUSTED CONTRACT TIME:	**165**	**DAYS**	

REQUESTED BY: City of Brandon
BY: _____ TITLE: Mayor DATE: _____

RECOMMENDED: Benchmark Engineering & Surveying, LLC
BY: _____ TITLE: Project Engineer DATE: 7/21/2026

ACCEPTED BY: BLD Services, LLC
BY: _____ TITLE: Regional Manager DATE: 7/21/2026