MINUTES OF THE REGULAR BOARD MEETING OF THE MAYOR AND BOARD OF ALDERMAN OF THE CITY OF BRANDON, MISSISSIPPI
HELD ON APRIL 7, 2014

The Regular Board Meeting was held in the Brandon City Hall Boardroom, 1000 Municipal Drive, Brandon, Mississippi. The meeting was led by Mayor Butch Lee. Aldermen Morrow, Christopher, Williams, Morris, Vinson, and Corley were present. Alderman Coker was absent. Alderman Williams led the prayer and Alderman Vinson led the Pledge of Allegiance. Public Comments/ Recognitions: Shirley Hall the Statewide Voter ID Coordinator explained about the roll-out of the voter identification law.

1.
APPROVE MINUTES OF REGULAR BOARD MEETING MARCH 17, 2014; AND APPROVE MINUTES OF SPECIAL BOARD MEETING MARCH 21, 2014

Alderman Morris made the motion to approve the Minutes of the Regular Board Meeting of March 17, 2014; and approve Minutes of the Special Board Meeting of March 21, 2014, which are appended hereto, seconded by Alderman Morrow and upon unanimous vote the motion carried.

2.
APPROVE NATIONAL ASSOCIATION OF SPORTS COMMISSION INVOICE IN THE AMOUNT OF $10,000.00 FOR THE MARKET ANALYSIS AND TO AUTHORIZE PAYMENT OF THE SAME

Alderman Corley made the motion to approve National Association of Sports Commission invoice in the amount of $10,000.00 for the market analysis and to authorize payment of the same, in accordance with the memo from the Mayor which is appended hereto, seconded by Alderman Vinson and upon unanimous vote the motion carried.

3.
APPROVE POLICY 6.5 ON SPECIAL THREAT SITUATIONS OF THE GENERAL OPERATING GUIDELINES; APPROVE POLICY 2.16 ON RACIAL OR BIAS PROFILING OF THE GENERAL OPERATING GUIDELINES; REMOVE ONE (1) GLOCK 22. 40 CAL. BEARING SERIAL NUMBER AAGH-958 FROM CITY INVENTORY AND SELL TO ERIC REDD IN ACCORDANCE WITH MS CODE 45-9-131; HIRE MARISSA SHOWS AS COMMUNICATIONS OFFICER EFFECTIVE APRIL 14, 2014; HIRE HEATHER PARISH AS COMMUNICATIONS OFFICER EFFECTIVE APRIL 8, 2014 , AND TRANSFER COMMUNICATIONS OFFICER BOBBY LEATH TO PATROLMAN AND ADJUST SALARY EFFECTIVE APRIL 7, 2014

Alderman Williams made the motion to approve policy 6.5 on Special Threat Situations of the General Operating Guidelines; to approve policy 2.16 on Racial or Bias Profiling of the General Operating Guidelines; to remove one (1) Glock 22. 40 Cal. bearing serial number AAGH-958 from city inventory and sell to Eric Redd in accordance with MS Code 45-9-131; to hire Marissa Shows as communications officer effective April 14, 2014; to hire Heather Parish as

communications officer effective April 8, 2014 , and to transfer Communications Officer Bobby Leath to Patrolman and adjust salary effective April 7, 2014, all in accordance with the memos from Police Chief, which are appended hereto, seconded by Alderman Vinson and upon unanimous vote the motion carried.

4.

CHANGE EMPLOYMENT STATUS AND ACCEPT RESIGNATIONS FOR THE FOLLOWING: FIREFIGHTER DONALD FORTIN RE-ASSIGN TO PART-TIME STATUS EFFECTIVE APRIL 5, 2014, ACCEPT RESIGNATION OF FIREFIGHTER DAVID EDWARDS EFFECTIVE APRIL 5, 2014, ACCEPT RESIGNATION OF LT. JUSTIN ALLEN EFFECTIVE MARCH 29, 2014; AND HIRE THE FOLLOWING AS PART-TIME FIREFIGHTERS EFFECTIVE APRIL 8, 2014: JAMES BAILEY, JR., CLARENCE PARKS, AND YUSEF WILDER

Alderman Morrow made the motion to change employment status and accept resignations for the following: Firefighter Donald Fortin re-assign to part-time status effective April 5, 2014, accept resignation of Firefighter David Edwards effective April 5, 2014, accept resignation of Lt. Justin Allen effective March 29, 2014; and to hire the following as part-time firefighters effective April 8, 2014: James Bailey, Jr., Clarence Parks, and Yusef Wilder, all in accordance with the memos from Fire Chief, which are appended hereto, seconded by Alderman Corley and upon unanimous vote the motion carried.

5.

APPROVE VARIANCE REQUEST FROM THE CITY OF BRANDON FLOOD DAMAGE PREVENTION ORDINANCE, SECTION 42-33 (B)(2) WITH REGARD TO A PROPOSED ADDITION OF MAYATTE FAMILY DENTISTRY TO ALLOW THE STRUCTURE TO BE BUILT AT 1.2 FEET ABOVE THE BASE FLOOD ELEVATION INSTEAD OF THE BASE FLOOD ELEVATION OF 2 FEET; AND TO APPROVE THE PROPOSED SITE PLAN, LANDSCAPE PLAN, AND EXTERIOR BUILDING ELEVATIONS FOR A 3,264 SQ. FT. BUILDING ADDITION AT MAYATTE FAMILY DENTISTRY LOCATED AT 22 EASTGATE DRIVE (PARCEL # H9C-12-1- AND H9C-12-20) IN A C-3 HIGHWAY COMMERCIAL ZONED DISTRICT

Alderman Morris made the motion to approve variance request from the City of Brandon Flood Damage Prevention Ordinance, Section 42-33 (b)(2) with regard to a proposed addition of Mayatte Family Dentistry to allow the structure to be built at 1.2 feet above the base flood elevation instead of the base flood elevation of 2 feet, first incorporating the Staff Report of the Community Development Department with exhibits thereto which is attached hereto; and to approve the proposed site plan, landscape plan, and exterior building elevations for a 3,264 sq. ft. building addition at Mayatte Family Dentistry located at 22 Eastgate Drive (parcel # H9C-12-1- and H9C-12-20) in a C-3 highway commercial zoned district, in accordance with the memo from Community Development Director, which is appended hereto, seconded by Alderman Vinson and upon unanimous vote the motion carried.

6.

APPROVE THE SITE PLAN, LANDSCAPE PLAN, AND EXTERIOR BUILDING ELEVATIONS FOR WOMACK AUTO SALES, INCLUDING NEW CONSTRUCTION OF A 4,925 SQ. FT. SALES OFFICE AND A 4,200 SQ. FT. SERVICE BUILDING TO BE LOCATED AT 365 W. GOVERNMENT ST. (PARCEL # I8J-55) IN THE C-1 DOWNTOWN DISTRICT

Alderman Corley made the motion to approve the site plan, landscape plan, and exterior building elevations for Womack Auto Sales, including new construction of a 4,925 sq. ft. sales office and a 4,200 sq. ft. service building to be located at 365 W. Government St. (parcel # I8J-55) in the C-1 downtown district with the condition that the rear of each building be bricked as with the front and sides of each and with the additional condition that the existing sale office building/trailer located in the adjacent property (Parcel #I8J-55) must be removed from the property upon completion of the new sales office building and with such removal a condition of the issuance of a Certificate of Occupancy for either building, in accordance with the memo from Community Development Director with attachments thereto, which is appended hereto, seconded by Alderman Christopher, and whereupon Aldermen Christopher, Morris, Williams and Corley voted "AYE"and Aldermen Morrow and Vinson voted "NAY" and accordingly, the motion carried.

7.

SET PUBLIC HEARING FOR APRIL 21, 2014, REGARDING MAKING A DETERMINATION OF A PUBLIC NUISANCE CONCERNING AN UNSAFE STRUCTURE LOCATED AT 124 SHADY LANE DRIVE, PARCEL # H9Q-30; AND SET PUBLIC HEARING FOR MAY 5, 2014, REGARDING CONSIDERATION TO ADOPT AN ORDINANCE TO FURTHER REGULATE RENTAL PROPERTIES IN THE CITY OF BRANDON

Alderman Corley made the motion to set public hearing for April 21, 2014, regarding making a determination of a public nuisance concerning an unsafe structure located at 124 Shady Lane Drive, parcel # H9Q-30; and to set public hearing for May 5, 2014, regarding consideration to adopt an ordinance to further regulate rental properties in the City of Brandon, in accordance with the memos from Community Development Director, which are appended hereto, seconded by Alderman Williams and upon unanimous vote the motion carried.

8.

ACCEPT BIDS RECEIVED ON MARCH 25, 2014, FOR BUSH HOGGING HIGHWAY 18 ROW AND AWARD TO QUIRIN LAND IMPROVEMENTS IN THE AMOUNT OF $53,550 AS THE BEST AND LOWEST BID; RENEW THE WEED PRO, L.L.C. PROFESSIONAL SERVICES CONTRACT FOR SPRAYING OF HERBICIDE IN THE AMOUNT OF $27,900.00 AND AUTHORIZE THE MAYOR TO EXECUTE THE SAME; WAIVE TAP FEES IN THE AMOUNT OF $1,658.50 FOR THE RANKIN COUNTY SAFE ROOM LOCATED AT 649 MARQUETTE ROAD; TO APPROVE PROFESSIONAL SERVICES AGREEMENTS WITH TAYLOR POWER SYSTEMS FOR LOAD BANK TEST AND ONE

(1) YEAR MAINTENANCE IN THE AMOUNT OF $16,815.00, AUTHORIZE PAYMENT OF THE SAME AND THE MAYOR TO EXECUTE ALL RELATED DOCUMENTS; RENEW THE PROFESSIONAL SERVICES CONTRACT WITH GROUND EFFECTS IN THE AMOUNT OF $8,080.00 FOR LANDSCAPING SERVICES ALONG R.O.W'S AND CEMETERIES; RENEW THE PROFESSIONAL SERVICES CONTRACT WITH GROUND EFFECTS IN THE AMOUNT OF $40,238.40 FOR CUTTING OF R.O.W'S, DETENTION PONDS AND CEMETERIES; APPROVE CORNERSTONE UNDERGROUND & EXCAVATION CHANGE ORDER #3 IN THE AMOUNT OF $12,100 WITH REGARD TO THE HWY 471 UTILITY LINE RELOCATE PROJECT AND AUTHORIZE THE MAYOR AND CITY CLERK TO EXECUTE THE SAME; AND TO APPROVE THE FINAL PLAT OF BELLE OAK SUBDIVISION, PART 2, PHASE 1, LOTS 83-105 PENDING RECEIPT OF ALL REQUIRED DOCUMENTATION AS REQUIRED BY THE CITY OF BRANDON DEVELOPMENT ORDINANCE

Alderman Morrow made the motion to accept bids received on March 25, 2014, for bush hogging Highway 18 ROW and award to Quirin Land Improvements in the amount of $53,550.00 as the best and lowest bid received and to append bid documents to the Minutes; to renew the Weed Pro, L.L.C. professional services contract for spraying of herbicide in the amount of $27,900.00 and authorize the Mayor to execute the same; to waive tap fees in the amount of $1,658.50 for the Rankin County Safe Room located at 649 Marquette Road; to approve professional services agreements with Taylor Power Systems for load bank test and one (1) year maintenance in the amount of $16,815.00, authorize payment of the same and the Mayor to execute all related documents; to renew the professional services contract with Ground Effects in the amount of $8,080.00 for landscaping services along R.O.W's and cemeteries; to renew the professional services contract with Ground Effects in the amount of $40,238.40 for cutting of R.O.W's, detention ponds and cemeteries; to approve Cornerstone Underground & Excavation change order #3 in the amount of $12,100 with regard to the Hwy. 471 Utility Line Relocate project and authorize the Mayor and City Clerk to execute the same; and to approve the final plat of Belle Oak Subdivision, Part 2, Phase 1, lots 83-105 pending receipt of all required documentation as required by the City of Brandon Development Ordinance and to authorize appropriate City officials to execute the same and to file the same in the land records of the Chancery Clerk of Rankin County, Mississippi, all in accordance with the memos from Public Works Director, which are appended hereto, seconded by Alderman Christopher and upon unanimous vote the motion carried.

9.

PURCHASE SWING FOR CITY PARK FROM JEFCOAT RECREATION IN THE AMOUNT OF $1,062.43; DECLARE VARIOUS ITEMS SURPLUS, DESTROY AND REMOVE FROM THE FIXED ASSET SCHEDULE; HIRE THE FOLLOWING AS PART-TIME, SPLASH PARK EMPLOYEES EFFECTIVE MAY 10, 2014: MEAGAN ARMSTRONG, BRITTNEY FARRAR, HOPE NETHERLAND, NYKIA LLOYD, MEREDITH MINSHEW, REBEKAH WALKER, JORDAN LLOYD, JEFFERY COY; AND HIRE THE FOLLOWING AS PART-TIME, LABORERS EFFECTIVE APRIL 5, 2014: JOSEPH RANKIN, CLIFF THAMES, AUSTIN CAIN; AND APPROVE THE REPLACEMENT OF THE SHADE STRUCTURE AT

CITY PARK FROM PLAYSCAPES IN THE AMOUNT OF $9,740.00 UTILIZING FUNDS FROM THE PARK PALS ACCOUNT

Alderman Morris made the motion to purchase a swing for City Park from Jefcoat Recreation in the amount of $1,062.43; to declare various items surplus and authorize the destruction of the same and remove from the fixed asset schedule; to hire the following as part-time Splash Park employees effective May 10, 2014: Meagan Armstrong, Brittney Farrar, Hope Netherland, Nykia Lloyd, Meredith Minshew, Rebekah Walker, Jordan Lloyd, Jeffery Coy; and to hire the following as part-time, laborers effective April 5, 2014: Joseph Rankin, Cliff Thames, Austin Cain; and to approve the replacement of the shade structure at City Park from Playscapes in the amount of $9,740.00, as lowest and best bid received, utilizing funds from the Park Pals Account, all in accordance with the memos from the Recreation Program Coordinator, which are appended hereto, seconded by Alderman Morrow and upon unanimous vote the motion carried.

10.

APPROVE ADVERTISING WITH US 96.3 IN THE AMOUNT OF $1,300.00 FOR THE PROMOTION OF BRANDON DAY; AND TO APPROVE A PROFESSIONAL SERVICES AGREEMENT WITH BURNHAM ROAD FOR BRANDON DAY ENTERTAINMENT ON MAY 3, 2014, IN THE AMOUNT OF $500.00 AND AUTHORIZE THE MAYOR AND CITY CLERK TO EXECUTE THE SAME

Alderman Morrow made the motion to approve advertising with US 96.3 in the amount of $1,300.00 for the promotion of Brandon Day; and to approve a professional services agreement with Burnham Road for Brandon Day entertainment on May 3, 2014, in the amount of $500.00 and authorize the Mayor and City Clerk to execute the same, in accordance with the memos from Events Coordinator, which are appended hereto, seconded by Alderman Vinson and upon unanimous vote the motion carried.

11.

ADOPT A RESOLUTION AUTHORIZING THE MAYOR TO INITIATE THE PROJECT ACTIVATION REQUEST FOR THE DOWNTOWN BRANDON CONNECTIVITY BIKEWAYS PROJECT

Alderman Morrow made the motion to adopt a Resolution authorizing the Mayor to initiate the project activation request for the Downtown Brandon Connectivity Bikeways Project, in accordance with the memo from Economic Development Director, which is appended hereto, seconded by Alderman Vinson and upon unanimous vote the motion carried.

12.

ACCEPT THE FISCAL YEAR 2013 AUDIT AS PREPARED BY BARLOW, WALKER & COMPANY AND TO AUTHORIZE PUBLICATION OF NOTICE; AND ADOPT A JOB DESCRIPTION FOR ASSISTANT RECREATION PROGRAM COORDINATOR

Alderman Williams made the motion to accept the fiscal year 2013 audit as prepared by Barlow, Walker & Company and to authorize publication of notice of the same; and to adopt a job description for Assistant Recreation Program Coordinator, all in accordance with the memos from City Clerk, which are appended hereto, seconded by Alderman Corley and upon unanimous vote the motion carried.

13.

ADOPT A REVISED PAY SCALE; SURPLUS AND DESTROY TWO (2) COMMAND STAR DISPATCH CONSOLES WHICH ARE NO LONGER IN USE OR OF ANY VALUE TO THE CITY AND REMOVE FROM FIXED ASSET SCHEDULE; TO APPROVE THE DOCKET OF CLAIMS FOR MARCH 18, 25, 26, AND APRIL 7, 2014, (WITH THE EXCEPTION OF CLAIM #22786 WHICH IS REMOVED FROM THE APRIL 7 DOCKET); APPROVE THE FOX EVERETT CLAIMS RELEASED ON MARCH 14, 24 AND 28, 2014

Alderman Morrow made the motion to adopt a revised pay scale; to surplus and destroy two (2) Command Star dispatch consoles which are no longer in use or of any value to the City and remove from fixed asset schedule; to approve the Docket of Claims for March 18, 25, 26, and April 7, 2014, (with the exception of Claim #22786 which is removed from the April 7 Docket); to approve the Fox Everett claims released on March 14, 24 and 28, 2014, in accordance with the memos from City Clerk, which are appended hereto, seconded by Alderman Morris and upon unanimous vote the motion carried.

At this point Alderman Vinson left the meeting and did not return.

14.

EXECUTIVE SESSION

Alderman Morris made the motion to consider the need to go into executive session to discuss personnel matters, potential litigation and the acquisition of real property, seconded by Alderman Corley and upon unanimous vote the motion carried.

Alderman Morrow then made the motion to go into executive session for the reasons stated and more specifically to discuss personnel matters involving personnel of the Police and Fire Departments, potential litigation involving annexation and the acquisition of real property at Shiloh Park and for a sports complex, seconded by Alderman Morris and upon unanimous vote the motion carried.

Alderman Morrow made the motion to resume the Regular Board Meeting out of executive session, seconded by Alderman Corley and upon unanimous vote the motion carried.

(NO VOTES WERE TAKEN IN EXECUTIVE SESSION).

15.
APPROVE GENERAL SERVICES AGREEMENT
WITH WAGGONER ENGINEERING, INC.

Alderman Corley made the motion to approve a General Services Agreement with Waggoner Engineering, Inc., which is appended hereto, and to authorize the Mayor and City Clerk to execute the same, seconded by Alderman Williams and upon unanimous vote the motion carried.

16.
APPROVE GENERAL SERVICES AGREEMENT
WITH NEEL-SCHAFFER, INC.

Alderman Morrow made the motion to approve General Services Agreement with Neel-Schaffer, Inc., which is appended hereto and to authorize the Mayor and City Clerk to execute the same, seconded by Alderman Corley and upon unanimous vote the motion carried.

17.
ADJOURN

Alderman Morrow made the motion to adjourn the Regular Board Meeting, seconded by Alderman Williams and upon unanimous vote the motion carried.

(Next Regular Board Meeting will be on April 21, 2014).

MINUTES APPROVED THIS THE 21st DAY OF APRIL, 2014.

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HON. BUTCH LEE, MAYOR

ATTEST:

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ANGELA BEAN, CITY CLERK