

**MINUTES OF THE BOARD OF SUPERVISORS  
OF MADISON COUNTY, MISSISSIPPI**

REGULAR MEETING OF JANUARY 2, 2018  
Adjourned from a meeting conducted on December 18, 2017

BE IT REMEMBERED that the regular meeting of the Board of Supervisors of Madison County, Mississippi was duly convened, held and conducted on January 2, 2018, in the Board Room on the first floor of the Madison County Office Complex, 125 West North Street, Canton, Mississippi, as follows, to-wit:

The President of the Board, David E. Bishop presided and called the meeting to order. The following members were present that day:

Present:

Supervisor Sheila Jones  
Supervisor Trey Baxter  
Supervisor Gerald Steen  
Supervisor David E. Bishop  
Supervisor Paul Griffin  
Chancery Clerk Ronny Lott  
Sheriff Randy Tucker

Absent:

Also Present:

County Administrator Shelton Vance  
Board Attorney Katie Snell  
Board Secretary/Chief Deputy Chancery Clerk Cynthia Parker

The Board President announced that the members of the Board present constituted a quorum and declared the meeting duly convened. Tax Assessor Norman Cannady opened the meeting with a prayer and Mr. Will Sligh led the members and the audience in the Pledge of Allegiance to the Flag of the United States of America.

***In re: Approval of Minutes from December 18, 2017***

WHEREAS, Chancery Clerk Ronny Lott did present the Board with the Minutes of the previous meeting of the Board of Supervisors having been conducted on December 18, 2017,

Mr. Steen did offer and Mr. Griffin did second a motion to approve the minutes of December 18, 2017 as presented and to authorize the President to execute same. The vote on the matter being as follows:

Supervisor Sheila Jones	Aye
Supervisor Trey Baxter	Aye
Supervisor Gerald Steen	Aye
Supervisor David E. Bishop	Aye
Supervisor Paul Griffin	Aye

the matter carried unanimously and the minutes of December 18, 2017 were and are hereby approved.

SO ORDERED this the 2<sup>nd</sup> day of January, 2018.

**President's Initials:** \_\_\_\_\_  
**Date Signed:** \_\_\_\_\_

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***In re: Election of Officers of the  
Madison County Board of Supervisors***

Board President David E. Bishop did announce his resignation as Board President effective immediately,

Thereafter, Mr. Steen did offer and Mr. Griffin did second a motion to acknowledge the resignation of Supervisor Bishop as Board President. The vote on the matter being as follows:

Supervisor Sheila Jones	Aye
Supervisor Trey Baxter	Aye
Supervisor Gerald Steen	Aye
Supervisor David E. Bishop	Aye
Supervisor Paul Griffin	Aye

the matter carried unanimously and said resignation was and is hereby acknowledged.

SO ORDERED this the 2<sup>nd</sup> of January, 2018.

Thereafter, Chancery Clerk Ronny Lott called for a motion of the election of President and Vice President, Mr. Griffin did offer and Mr. Baxter did second a motion to elect Ms. Sheila Jones as President of the Madison County Board of Supervisors for the current year and Mr. Gerald Steen as Vice President of the Madison County Board of Supervisors for the current year. The vote on the matter being as follows:

Supervisor Sheila Jones	Aye
Supervisor Trey Baxter	Aye
Supervisor Gerald Steen	Aye
Supervisor David E. Bishop	Aye
Supervisor Paul Griffin	Aye

the matter carried unanimously and Ms. Jones was and is hereby elected and declared President and Mr. Steen was and is hereby elected and declared Vice President.

SO ORDERED this the 2<sup>nd</sup> of January, 2018.

***In re: Approval of Consent Agenda Items***

WHEREAS, the Board President did explain that any Supervisor could, in advance of the call of the question, request that any item be removed from the Consent Agenda, and

Therefore, Mr. Steen did offer and Mr. Bishop did second a motion to take the following actions on the Consent Agenda:

- 2. HR - Approval Personnel Items**  
(Attached hereto as Exhibit A)
- 3. RD - Acknowledge Engineering Department Monthly Report**  
(Found in the Miscellaneous Appendix to these Minutes)
- 4. RD - Acknowledge Monthly Bridge Report**  
(Found in the Miscellaneous Appendix to these Minutes)
- 5. RD - Acknowledge November 2017 Monthly Report**  
(Found in the Miscellaneous Appendix to these Minutes)

**President's Initials:** \_\_\_\_\_  
**Date Signed:** \_\_\_\_\_

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6. **RD - Acknowledge December 2017 Closed Call Analysis**  
(Found in the Miscellaneous Appendix to these Minutes)
7. **RD - Acknowledge January 2018 Culvert Request**  
(Found in the Miscellaneous Appendix to these Minutes)
8. **RD - Acknowledge December 2017 Monthly Report**  
(Found in the Miscellaneous Appendix to these Minutes)
9. **RD - Acknowledge January 2018 Service Call Schedule**  
(Found in the Miscellaneous Appendix to these Minutes)
10. **TA - Approve 2017 Real Property Decreases**  
(Found in the Miscellaneous Appendix to these Minutes)
11. **TA - Approve 2017 Personal Property Increases Signed**  
(Found in the Miscellaneous Appendix to these Minutes)
12. **TA - Approve 2017 Personal Property Decrease**  
(Found in the Miscellaneous Appendix to these Minutes)
13. **TA - Approve Quantitative Analysis Class by the Appraisal Institute and Authorize Payment / Garavelli**  
(Found in the Miscellaneous Appendix to these Minutes)
14. **TA - Approve 2018 Appraisal Institute Annual Member Dues and Authorize Payment / Garavelli**  
(Found in the Miscellaneous Appendix to these Minutes)
15. **CHCLRK - Approve 16th Section Land Lease Contracts**  
(Found in the Miscellaneous Appendix to these Minutes)
16. **CHCLRK - Authorize Payment to Special Masters and Attorney**  
(Attached hereto as Exhibit B)
17. **CA - Approve Pay Application #4 And Authorize Payment Thereof - South Madison County (Gluckstadt) Fire Station 3 - Womack Construction**  
(Attached hereto as Exhibit C)
18. **911 - Approve Road Registry Change - Welch Farms Road to Crawford Farms Boulevard**  
(Attached hereto as Exhibit D)

The vote on the matter being as follows:

Supervisor Sheila Jones	Aye
Supervisor Trey Baxter	Aye
Supervisor Gerald Steen	Aye
Supervisor David E. Bishop	Aye
Supervisor Paul Griffin	Aye

the matter carried unanimously and each item was and is hereby approved, adopted and authorized as described herein above.

SO ORDERED this the 2<sup>nd</sup> day of January, 2018.

President's Initials: \_\_\_\_\_  
Date Signed: \_\_\_\_\_

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***In re: Awarding of Bid -  
Southwest Madison County Fire Department Project***

At the request and recommendation of Mr. Russ Blount of Dale Partners, Mr. Bishop did offer and Mr. Steen did second a motion to award the best and lowest bid to Richard Womack Construction, LLC in the amount of \$1,626,000.00 for the construction of the Southwest Madison County Fire Department and authorize the Board President to execute documents related thereto. The vote on the matter being as follows:

Supervisor Sheila Jones	Aye
Supervisor Trey Baxter	Aye
Supervisor Gerald Steen	Aye
Supervisor David E. Bishop	Aye
Supervisor Paul Griffin	Aye

the matter carried unanimously and said bid was and is hereby awarded to Richard Womack Construction, LLC and the Board President was and is hereby authorized.

SO ORDERED this the 2<sup>nd</sup> of January, 2018.

***In re: Discussion of L&J Holdings Application for  
Conditional Use - L&J Holdings, LLC***

Mr. Griffin did offer and Mr. Bishop did second a motion to (1) approve the application submitted by L&J Holdings, LLC for a mini storage facility located on Aulenbrock Drive and (2) acknowledge (a) the Agreement between the surrounding property owners of Bradshaw Ridge Subdivision and L&J Holdings and (b) that certain correspondence from Andy J Clark, PLLC and Entergy, attached collectively as Exhibit E. The vote on the matter being as follows:

Supervisor Sheila Jones	Aye
Supervisor Trey Baxter	Aye
Supervisor Gerald Steen	Aye
Supervisor David E. Bishop	Aye
Supervisor Paul Griffin	Aye

the matter carried unanimously and said application was and is hereby approved and said correspondence was and is hereby acknowledged.

SO ORDERED this the 2<sup>nd</sup> of January, 2018.

***In re: Awarding of Bid -  
Catlett Road/Stribling Road Intersection Improvements Project***

At the request and recommendation of County Engineer/Road Manager Dan Gaillet, Mr. Baxter did offer and Mr. Bishop did second a motion to award the best and lowest bid to Prosperity Construction, LLC in the amount of \$305,636.02 for the Catlett Road and Stribling Road Intersection Improvement Project and authorize the Board President and County Engineer Dan Gaillet to execute documents related thereto. The vote on the matter being as follows:

Supervisor Sheila Jones	Aye
Supervisor Trey Baxter	Aye
Supervisor Gerald Steen	Aye
Supervisor David E. Bishop	Aye
Supervisor Paul Griffin	Aye

**President's Initials:** \_\_\_\_\_  
**Date Signed:** \_\_\_\_\_

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the matter carried unanimously and said bid was and is hereby awarded to Prosperity Construction, LLC and the Board President and County Engineer were and are hereby authorized.

SO ORDERED this the 2<sup>nd</sup> of January, 2018.

***In re: Approval of Professional Services Agreement  
Neel Schaffer, Inc.***

At the request and recommendation of County Engineer/Road Manager Dan Gaillet, Mr. Baxter did offer and Mr. Bishop did second a motion to approve that certain Professional Services Agreement submitted by Neel Schaffer, Inc. to provide construction services for the Catlett Road and Stribling Road Intersection Improvement Project and authorize the Board President to execute same. The vote on the matter being as follows:

Supervisor Sheila Jones	Aye
Supervisor Trey Baxter	Aye
Supervisor Gerald Steen	Aye
Supervisor David E. Bishop	Aye
Supervisor Paul Griffin	Aye

the matter carried unanimously and said agreement was and is hereby approved and the Board President was and is hereby authorized.

SO ORDERED this the 2<sup>nd</sup> of January, 2018.

***In re: Approval of Final Payment  
Gluckstadt Road/Distribution Drive Intersection***

At the request and recommendation of County Engineer/Road Manager Dan Gaillet, Mr. Baxter did offer and Mr. Bishop did second a motion to approve the final payment to Warren Excavation, LLC in the amount of \$26,158.20, attached as Exhibit F, and accept project of same. The vote on the matter being as follows:

Supervisor Sheila Jones	Aye
Supervisor Trey Baxter	Aye
Supervisor Gerald Steen	Aye
Supervisor David E. Bishop	Aye
Supervisor Paul Griffin	Aye

the matter carried unanimously and said final payment was and is hereby approved and said project was and is hereby accepted.

SO ORDERED this the 2<sup>nd</sup> of January, 2018.

***In re: Approval of Allen Engineering  
Storm Water Management Program***

At the request and recommendation of County Engineer/Road Manager Dan Gaillet, Mr. Steen did offer and Mr. Griffin did second a motion to approve that certain proposal submitted by Allen Engineering, attached as Exhibit G, to assist in the implementation of the 2018 Phase II Storm Water Program at a cost not to exceed \$20,000.00 and authorize the Board President to execute same. The vote on the matter being as follows:

**President's Initials:** \_\_\_\_\_  
**Date Signed:** \_\_\_\_\_

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Supervisor Sheila Jones	Aye
Supervisor Trey Baxter	Aye
Supervisor Gerald Steen	Aye
Supervisor David E. Bishop	Aye
Supervisor Paul Griffin	Aye

the matter carried unanimously and said proposal was and is hereby approved and the Board President was and is hereby authorized.

SO ORDERED this the 2<sup>nd</sup> of January, 2018.

***In re: Approval of Payment Application  
Neel Schaffer, Inc.***

At the request and recommendation of County Administrator Shelton Vance, Mr. Griffin did offer and Mr. Baxter did second a motion to approve the payment application submitted by Neel Schaffer, Inc. in the amount of \$4,372.50, attached as Exhibit H, for services received on the Emergency Management Roof Repair Project. The vote on the matter being as follows:

Supervisor Sheila Jones	Aye
Supervisor Trey Baxter	Aye
Supervisor Gerald Steen	Aye
Supervisor David E. Bishop	Aye
Supervisor Paul Griffin	Aye

the matter carried unanimously and said payment was and is hereby approved.

SO ORDERED this the 2<sup>nd</sup> of January, 2018.

***In re: Approval of Claims Docket for January 2, 2018 and  
Payroll Dockets for December 28, 2017***

At the request and recommendation of Comptroller Buddy Voelkel, assuring the Board of Supervisors that all claims had been properly documented and where necessary, purchase orders were obtained in advance as required by law, Mr. Steen did offer and Mr. Bishop did second a motion to approve the following:

- (1) General Claims Docket, dated January 2, 2018

WHEREAS, the following is a summary of all claims and funds from which said claims are to be paid relative to the primary claims docket dated January 2, 2018:

Fund	Claim Nos.	No. of Claims	Amount
001	897 to 902	6	52,837.25
012	46 to 47	2	17,135.00
105	17 to 17	1	500.00
115	24 to 26	3	16,019.68
150	123 to 124	2	37,784.51
TOTAL ALL FUNDS		14	124,276.44

and further directed the Chancery Clerk to publish the Summary of Claims as required by law and to authorize the Board President to sign and approve the Claims Docket together with a separate Resolution approving payment of said claims, found in the Miscellaneous Appendix to these Minutes. The vote on the matter being as follows:

**President's Initials:** \_\_\_\_\_  
**Date Signed:** \_\_\_\_\_

Supervisor Sheila Jones	Aye
Supervisor Trey Baxter	Aye
Supervisor Gerald Steen	Aye
Supervisor David E. Bishop	Aye
Supervisor Paul Griffin	Aye

the matter carried unanimously and said General Claims Docket was and is hereby approved and the Chancery Clerk was and is instructed to issue pay warrants accordingly.

SO ORDERED this the 2<sup>nd</sup> of January, 2018.

Thereafter, Mr. Bishop did offer and Mr. Steen did second a motion to approve the following Payroll Dockets:

- (1) Payroll Claims Docket No. 1, dated December 28, 2017
- (2) Payroll Claims Docket No. 2, dated December 28, 2017
- (3) Payroll Claims Docket No. 3, dated December 28, 2017

The vote on the matter being as follows:

Supervisor Sheila Jones	Aye
Supervisor Trey Baxter	Aye
Supervisor Gerald Steen	Aye
Supervisor David E. Bishop	Aye
Supervisor Paul Griffin	Aye

the matter carried unanimously and said Payroll Docket Nos. 1-3 were and are hereby approved and the Chancery Clerk was and is instructed to issue pay warrants accordingly.

SO ORDERED this the 2<sup>nd</sup> of January, 2018.

***In re: Approval of Constable Report***

Mr. Griffin did offer and Mr. Steen did second a motion to approve the Constable Report for November - December, 2017, attached as Exhibit I, and authorize payment of same. The vote on the matter being as follows:

Supervisor Sheila Jones	Aye
Supervisor Trey Baxter	Aye
Supervisor Gerald Steen	Aye
Supervisor David E. Bishop	Aye
Supervisor Paul Griffin	Aye

the matter carried unanimously said report was and is hereby approved and the Chancery Clerk was and is instructed to issue pay warrants accordingly.

SO ORDERED this the 2<sup>nd</sup> of January, 2018.

***In re: Authorization of Board Attorney***

Mr. Griffin did offer and Mr. Bishop did second a motion to authorize Board Attorney Katie Bryant Snell to apply for health grant funds through Blue Cross Blue Shield for use at Sulphur Springs Park. The vote on the matter being as follows:

**President's Initials:** \_\_\_\_\_  
**Date Signed:** \_\_\_\_\_

Supervisor Sheila Jones	Aye
Supervisor Trey Baxter	Aye
Supervisor Gerald Steen	Aye
Supervisor David E. Bishop	Aye
Supervisor Paul Griffin	Aye

the matter carried unanimously Ms. Snell was and is hereby authorized.

SO ORDERED this the 2<sup>nd</sup> of January, 2018.

***In re: Discussion of the Road Department and Engineering Department***

Mr. Griffin did offer and Mr. Baxter did second a motion to (1) separate the Road Department and the Engineering Department, (2) appoint Dan Gaillet as the County Engineer at an annual salary of \$109,616.00 and (3) appoint Cornelius Bacon as the Road Manager at an annual salary of \$100,000.00. The vote on the matter being as follows:

Supervisor Sheila Jones	Aye
Supervisor Trey Baxter	Aye
Supervisor Gerald Steen	Aye
Supervisor David E. Bishop	Aye
Supervisor Paul Griffin	Aye

the matter carried unanimously said departments were and are hereby separated; Mr. Gaillet was and is hereby appointed; and Mr. Bacon was and is hereby appointed.

SO ORDERED this the 2<sup>nd</sup> of January, 2018.

Thereafter, Mr. Griffin did offer and Mr. Baxter did second a motion to (1) appoint James Earl McDuffy as Assistant Road Manager at an annual salary of \$78,770.00 and (2) appoint Vidal Fleming as Superintendent with an hourly increase in salary of \$3.00 per hour. The vote on the matter being as follows:

Supervisor Sheila Jones	Aye
Supervisor Trey Baxter	Aye
Supervisor Gerald Steen	Aye
Supervisor David E. Bishop	Aye
Supervisor Paul Griffin	Aye

the matter carried unanimously said Mr. McDuffy was and is hereby appointed and Mr. Fleming was and is hereby appointed.

SO ORDERED this the 2<sup>nd</sup> of January, 2018.

***In re: Rescind Board's Action***

Mr. Baxter did offer and Mr. Bishop did second a motion to rescind the Board's prior action set forth herein above approving that certain Professional Services Agreement submitted by Neel Schaffer, Inc. to provide construction services for the Catlett Road and Stribling Road Intersection Improvement Project and direct County Engineer Dan Gaillet to oversee said project. The vote on the matter being as follows:

**President's Initials:** \_\_\_\_\_  
**Date Signed:** \_\_\_\_\_

Supervisor Sheila Jones	Aye
Supervisor Trey Baxter	Aye
Supervisor Gerald Steen	Aye
Supervisor David E. Bishop	Aye
Supervisor Paul Griffin	Aye

the matter carried unanimously and said action was and is hereby rescinded and Mr. Gaillet was and is hereby directed.

SO ORDERED this the 2<sup>nd</sup> of January, 2018.

***In re: Approval of Interlocal Agreement***

Mr. Steen did offer and Mr. Griffin did second a motion to approve an Interlocal Agreement between Madison County and the City of Madison being a 50/50 match with a maximum contribution of \$100,000.00, for repairs to streets in the Highwoods of Madison Subdivision with a completion date of August 31, 2018. Prior to call of the motion, Mr. Baxter did offer a substitute motion to table said motion until funds for said project can be determined. The motion died for lack of a second. Thereafter, the Board President called for a vote of the previous motion. The vote on the matter being as follows:

Supervisor Sheila Jones	Aye
Supervisor Trey Baxter	Aye
Supervisor Gerald Steen	Aye
Supervisor David E. Bishop	Aye
Supervisor Paul Griffin	Aye

the matter carried unanimously and said Interlocal Agreement was and is hereby approved.

SO ORDERED this the 2<sup>nd</sup> of January, 2018.

THERE BEING NO FURTHER BUSINESS to come before the Board of Supervisors of Madison County, Mississippi, upon motion duly made by Supervisor Gerald Steen and seconded by Supervisor Trey Baxter and approved by the unanimous vote of those present, the January 2, 2018 meeting of the Board of Supervisors was recessed until Thursday, January 4, 2017 at 4:00 pm to consider personnel matters and any other business that may come before the Board.

\_\_\_\_\_  
Sheila Jones, President  
Madison County Board of Supervisors

Date signed: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Romny Lott, Chancery Clerk

President's Initials: \_\_\_\_\_  
Date Signed: \_\_\_\_\_

**President's Initials:** \_\_\_\_\_

**Date Signed:** \_\_\_\_\_

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