

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

REGULAR MEETING OF DECEMBER 5, 2022
Being the first day of the December term of the Board of Supervisors

BE IT REMEMBERED that the regular meeting of the Board of Supervisors of Madison County, Mississippi was duly convened, held and conducted on December 5, 2022 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, Paul Griffin presided and called the meeting to order. The following members were present that day:

Present:
Supervisor Sheila Jones
Supervisor Trey Baxter
Supervisor Karl Banks
Supervisor Gerald Steen
Supervisor Paul Griffin
Chancery Clerk Ronny Lott
Sheriff Randy Tucker

Absent:

Also Present:
County Administrator Greg Higginbotham
Board Attorney Mike Espy
Board Secretary/Chief Deputy Chancery Clerk Cynthia Parker

The President of the Board announced that the members of the Board present constituted a quorum and declared the meeting duly convened. Gerald Steen opened the meeting with a prayer and Minor Norman 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 November 21, 2022

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 November 21, 2022,

Mr. Banks did offer and Ms. Jones did second a motion to approve the minutes of November 21, 2022 as presented and to 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 Karl Banks	Aye
Supervisor Paul Griffin	Aye

the matter carried unanimously and the minutes of November 21 2022, were and are hereby approved.

SO ORDERED this the 5th day of December, 2022.

President's Initials: _____

Date Signed: _____

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In re: Discussion of North Brooks Road

Mr. Griffin did offer and Mr. Baxter did second a motion to authorize the committee comprised of Mr. Steen and Mr. Banks to review North Brooks Road to determine if said road should be made a county road with county maintenance and return to the Board on January 3, 2023 with a recommendation regarding same. The vote on the matter being as follows:

Supervisor Sheila Jones	Aye
Supervisor Trey Baxter	Aye
Supervisor Gerald Steen	Aye
Supervisor Karl Banks	Aye
Supervisor Paul Griffin	Aye

the matter carried unanimously and said committee was and is hereby authorized.

SO ORDERED this the 5th day of December, 2022.

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

Mr. Baxter did offer and Ms. Jones did second a motion to take the following actions on the Consent Agenda:

3. **HR - Approve Personnel Matters** (Attached as Exhibit A)
4. **B&G - Approve Pickering Proposal for Consulting Services - Sheriff Department** (Attached as Exhibit B)
5. **B&G - Approve Entergy Proposal for Professional Services for Sulphur Springs Lighting** (Attached as Exhibit C)
6. **CA - Approve Final Change Order - Madison County Annex Re-Roof - JH&H Architects** (Attached as Exhibit D)
7. **CA - Approve and Authorize Board President to execute JH&H Architects Agreement for Various Projects** (Attached as Exhibit E)
8. **CA - Acknowledge CMPDD Extension for Completion of Right of Way - Catlett Road**
9. **CA - Acknowledge Legal Descriptions of Supervisor and Justice Court Districts** (Attached as Exhibit F)
10. **CA - Approve Task Order No. 6 - EWP Project from Waggoner Engineering** (Attached as Exhibit G)
11. **CA - Acknowledge Naming of Walking Park in front of Madison County Nursing Home - Robert Martin Four Seasons Park**
12. **CA - Approve Mississippi Secretary of State Application for Notary Service and Authorize Payment**
13. **CA - Approve Mississippi Association of Governmental Purchasing and Property Agents (MAGPPA) Annual Membership Dues and Authorize Payment**

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14. **CircuitCrt - Approve Madison County 20th Circuit Judicial Drug Treatment Court (Circuit) Memorandum of Understanding between Health Connect America (Attached as Exhibit H)**
15. **COMP - Approve Clerk of the Board - October 2022**
16. **COMP - Declare Property as Surplus and Authorize Disposal**
17. **COMP - Approve Constable Report - November 2022**
18. **IT - Approve Carousel Hardware Maintenance Contract Renewal and Authorize Payment - Chancery Court (Attached as Exhibit I)**
19. **IT - Approve Upgrade of Data Circuit to Emergency Management Building with cSpire Business Solutions for Madison County Geographic Information System (GIS) Mapping and Authorize Payment (Attached as Exhibit J)**
20. **ENG - Approve Telepak Networks, Inc. / DBA cSpire Utility Permit - Buttonwood Lane / District 5**
21. **ENG - Approve Telepak Networks, Inc. / DBA cSpire Utility Permit - N. Livingston Road / District 3**
22. **ENG - Approve AT&T Utility Permit - North Old Canton Road / District 1 and District 5**
23. **ENG - Approve License Renewal for Professional Traffic Operations for Engineers and Authorize Payment**
24. **RD - Approve November 2022 Closed Call Analysis**
25. **RD - Approve November 2022 Monthly Report**
26. **RD - Approve December 2022 Culvert Requests**
27. **RD - Approve December 2022 Service Call Schedule**
28. **SO - Declare Vehicles to be Auctioned as Surplus and Authorize Disposal by Auction - Sheriff Department**
29. **TA - Approve 2022 Real Property Decreases**
30. **TA - Approve 2022 Personal Property Decreases**
31. **TA - Approve 2022 Homestead Exemption Amended Applications**

The vote on the matter being as follows:

Supervisor Sheila Jones	Aye
Supervisor Trey Baxter	Aye
Supervisor Gerald Steen	Aye
Supervisor Karl Banks	Aye
Supervisor Paul Griffin	Aye

President's Initials: _____

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the matter carried by the unanimous vote of those present and each item was and is hereby approved, adopted and authorized as described herein above.

SO ORDERED this the 5th day of December, 2022.

***In re: Approval of Federal
Legislative Monitoring
Services***

Mr. Steen did offer and Mr. Banks did second a motion to approve Federal Legislative Monitoring Services to be provided by Butler Snow and authorize Board President to execute that certain Memorandum attached as Exhibit K. The vote on the matter being as follows:

Supervisor Sheila Jones	Aye
Supervisor Trey Baxter	Aye
Supervisor Gerald Steen	Aye
Supervisor Karl Banks	Aye
Supervisor Paul Griffin	Aye

the matter carried unanimously and said services were and are hereby approved and Board President was and is hereby authorized.

SO ORDERED this the 5th day of December, 2022.

***In re: Approval to Renew Election
Service Agreement - ES&S***

At the request and recommendation of Election Commissioner Patricia Truesdale, Mr. Steen did offer and Ms. Jones did second a motion to approve the renewal of the Election Services Agreement with ES&S, attached as Exhibit L, and authorize Board President to execute the same. The vote on the matter being as follows:

Supervisor Sheila Jones	Aye
Supervisor Trey Baxter	Aye
Supervisor Gerald Steen	Aye
Supervisor Karl Banks	Aye
Supervisor Paul Griffin	Aye

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

SO ORDERED this the 5th day of December, 2022.

***In re: Approval as Sole Source
Declaration***

At the request and recommendation of Election Commissioner Patricia Truesdale, Mr. Steen did offer and Mr. Banks did second a motion to approve ES&S as the sole source declaration and exclusive developer and licensor of ES&S software. The vote on the matter being as follows:

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Supervisor Sheila Jones	Aye
Supervisor Trey Baxter	Aye
Supervisor Gerald Steen	Aye
Supervisor Karl Banks	Aye
Supervisor Paul Griffin	Aye

the matter carried unanimously and said ES&S was and is hereby approved as a sole source provider.

SO ORDERED this the 5th day of December, 2022.

In re: Approval of Maintenance Software and Support Service Agreement

At the request and recommendation of Election Commissioner Patricia Truesdale, Mr. Steen did offer and Mr. Banks did second a motion to approve the maintenance software and Support Services Agreement with ES&S, attached as Exhibit M, and authorize Board President to execute the same. The vote on the matter being as follows:

Supervisor Sheila Jones	Aye
Supervisor Trey Baxter	Aye
Supervisor Gerald Steen	Aye
Supervisor Karl Banks	Aye
Supervisor Paul Griffin	Aye

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

SO ORDERED this the 5th day of December, 2022.

In re: Approval of Task Order #4 - Stantec

At the request and recommendation of County Engineer Tim Bryan, Ms. Jones did offer and Mr. Baxter did second a motion to approve Task Order # 4 to the master services agreement with Stantec for the design of two new bridges on Yandell Road, attached as Exhibit N, and authorize Board President to execute the same. The vote on the matter being as follows:

Supervisor Sheila Jones	Aye
Supervisor Trey Baxter	Aye
Supervisor Gerald Steen	Aye
Supervisor Karl Banks	Aye
Supervisor Paul Griffin	Aye

the matter carried unanimously and said Task Order #4 was and is hereby approved.

SO ORDERED this the 5th day of December, 2022.

In re: Approval of CE&I Services Contract - Neel Schaffer

At the request and recommendation of County Engineer Tim Bryan, Ms. Jones did offer and Mr. Baxter did second a motion to approve the hiring of Neel Schaffer for construction, engineering,

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and inspection services (CE&I) for the Bozeman Road Widening project, and authorize County Engineer to begin contract negotiations. The vote on the matter being as follows:

Supervisor Sheila Jones	Aye
Supervisor Trey Baxter	Aye
Supervisor Gerald Steen	Aye
Supervisor Karl Banks	Aye
Supervisor Paul Griffin	Aye

the matter carried unanimously and said hiring was and is hereby approved and County Engineer was and is hereby authorized.

SO ORDERED this the 5th day of December, 2022.

In re: Authorization to Advertise

At the request and recommendation of County Engineer Tim Bryan, Mr. Baxter did offer and Mr. Banks did second a motion to authorize advertising for the repair of the posted bridge on Clarkdell Road roughly 0.2 miles north of Green Oak Lane. The vote on the matter being as follows:

Supervisor Sheila Jones	Aye
Supervisor Trey Baxter	Aye
Supervisor Gerald Steen	Aye
Supervisor Karl Banks	Aye
Supervisor Paul Griffin	Aye

the matter carried unanimously and said advertising was and is hereby authorized.

SO ORDERED this the 5th day of December, 2022.

***In re: Consideration of Executive Compensation
Certificate for Transparency Act***

At the request and recommendation of County Engineer Tim Bryan, Mr. Banks did offer and Ms. Jones did second a motion to approve MDOT's Executive Compensation Certificate for Transparency Act form, attached as Exhibit O, and authorize Board President to execute the same. The vote on the matter being as follows:

Supervisor Sheila Jones	Aye
Supervisor Trey Baxter	Aye
Supervisor Gerald Steen	Aye
Supervisor Karl Banks	Aye
Supervisor Paul Griffin	Aye

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

SO ORDERED this the 5th day of December, 2022.

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In re: Approval of Resolution

At the recommendation of Board Attorney Mike Espy, Mr. Banks did offer and Mr. Steen did second a motion to approve a Resolution in support of the Madison County Business League and Foundation’s Legislative Agenda, attached as Exhibit P, and authorize Board President to execute the same. The vote on the matter being as follows:

Supervisor Sheila Jones	Aye
Supervisor Trey Baxter	Aye
Supervisor Gerald Steen	Aye
Supervisor Karl Banks	Aye
Supervisor Paul Griffin	Aye

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

SO ORDERED this the 5th day of December, 2022.

In re: Discussion of CDBG

At the request and recommendation of County Administrator Greg Higginbotham, Mr. Banks did offer and Mr. Steen did second a motion to apply for the CDBG grant related to the Kearney Park Wastewater System, with Madison County making an increased match of 25% for said project. The vote on the matter being as follows:

Supervisor Sheila Jones	No
Supervisor Trey Baxter	Abstained
Supervisor Gerald Steen	Aye
Supervisor Karl Banks	Aye
Supervisor Paul Griffin	Aye

the matter carried by a majority vote (3-1-1) and said motion was and is hereby approved.

SO ORDERED this the 5th day of December, 2022.

In re: Approval of Engagement Letter - Clearwater Group, LLC

At the request and recommendation of County Administrator Greg Higginbotham, Mr. Baxter did offer and Mr. Steen did second a motion to approve the Engagement Letter of Clearwater Group, LLC to provide lobbying and government related services at a cost of \$8,000.00 per month plus travel and business expenses, attached as Exhibit Q, and authorize Board President to execute the same. The vote on the matter being as follows:

Supervisor Sheila Jones	Aye
Supervisor Trey Baxter	Aye
Supervisor Gerald Steen	Aye
Supervisor Karl Banks	Aye
Supervisor Paul Griffin	Aye

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Date Signed: _____

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

SO ORDERED this the 5th day of December, 2022.

***In re: Acknowledgment of Updated
EWPP Cost Estimates***

At the request and recommendation of County Administrator Greg Higginbotham, Mr. Banks did offer and Mr. Griffin did second a motion to acknowledge the updated EWPP cost estimate, with the City of Canton to provide one-half of the 25% match. The vote on the matter being as follows:

Supervisor Sheila Jones	Aye
Supervisor Trey Baxter	Aye
Supervisor Gerald Steen	Aye
Supervisor Karl Banks	Aye
Supervisor Paul Griffin	Aye

the matter carried unanimously and said cost estimates were and are hereby acknowledged.

SO ORDERED this the 5th day of December, 2022.

***In re: Approval of Budget Amendments &
Interfund Cash Transfers***

At the request and recommendation of Comptroller Na'Son White, Mr. Baxter did offer and Mr. Banks did second a motion to approve the Madison County Budget Amendments & Interfund Cash Transfers, attached as Exhibit R. The vote on the matter being as follows:

Supervisor Sheila Jones	Aye
Supervisor Trey Baxter	Aye
Supervisor Gerald Steen	Aye
Supervisor Karl Banks	Aye
Supervisor Paul Griffin	Aye

the matter carried by the unanimous vote of those present and said budget amendments and interfund cash transfers were and are hereby approved.

SO ORDERED this the 5th day of December, 2022.

***In re: Approval of Claims Docket &
Payroll Dockets 1 - 2***

At the request and recommendation of Comptroller Na'Son White, 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. Banks did offer and Mr. Baxter did second a motion to approve the following:

- (1) General Claims Docket
- (2) Payroll Docket 1 - November 22, 2022
- (3) Payroll Docket 2 - November 28, 2022

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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:

Fund	Claim Nos.	No. of Claims	Amount
001	731 to 815	85	286,824.54
012	25 to 31	7	18,594.15
015	12 to 13	2	240,925.44
030	4 to 4	1	741.00
095	4 to 4	1	19,796.81
097	22 to 25	4	13,311.52
105	14 to 17	4	219,598.32
113	2 to 2	1	2,070.00
115	19 to 21	3	7,920.73
137	4 to 4	1	8,197.78
150	118 to 144	27	109,723.81
170	4 to 4	1	20,604.19
190	14 to 17	4	1,089.95
191	24 to 27	4	3,228.33
194	16 to 16	1	155.31
226	9 to 9	1	410,634.38
328	7 to 7	1	1,404.49
655	2 to 2	1	107,270.13
664	2 to 2	1	2,050.00
672	2 to 2	1	1,158.00
675	2 to 2	1	6,859.00
681	21 to 21	1	3,147.69
690	2 to 2	1	21,512.21
691	2 to 2	1	26,890.15
TOTAL ALL FUNDS		155	1,533,707.93

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

Supervisor Sheila Jones	Aye
Supervisor Trey Baxter	Aye
Supervisor Gerald Steen	Aye
Supervisor Karl Banks	Aye
Supervisor Paul Griffin	Aye

the matter carried by the unanimous vote of those present, and said General Claims Docket and Payroll Dockets 1-2 were and are hereby approved and the Chancery Clerk was and is instructed to issue pay warrants accordingly.

SO ORDERED this the 5th day of December, 2022.

In re: Approval of Claims of Fleetcor Technologies

At the request and recommendation of Comptroller Na'Son White, Mr. Baxter did offer and Mr. Banks did second a motion to approve a supplemental claims docket containing the claims of Fleetcor Technologies and direct that invoice numbers should be attached to each claim listed on the supplemental docket and direct the Chancery Clerk to include said claims in the Summary of Claims to be published as required by law, found in the Miscellaneous Appendix to these Minutes. The vote on the matter being as follows:

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Supervisor Sheila Jones	Aye
Supervisor Trey Baxter	Aye
Supervisor Gerald Steen	Recused ¹
Supervisor Karl Banks	Aye
Supervisor Paul Griffin	Aye

the matter carried by the unanimous vote of those present and said Held Claims were and are hereby approved and the Chancery Clerk was and is instructed to issue pay warrants accordingly.

SO ORDERED this the 5th day of December, 2022.

In re: Acknowledgment of Inmate Meal Report

At the request of Sheriff Randy Tucker, Mr. Baxter did offer and Mr. Banks did second a motion to acknowledge the inmate meal report for November 2022, found in the Miscellaneous Appendix to these Minutes. The vote on the matter being as follows:

Supervisor Sheila Jones	Aye
Supervisor Trey Baxter	Aye
Supervisor Gerald Steen	Aye
Supervisor Karl Banks	Aye
Supervisor Paul Griffin	Aye

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

SO ORDERED this the 5th day of December, 2022.

In re: Entering into “Closed Session” to Determine Whether or not the Board Should Declare an Executive Session

WHEREAS, the Board of Supervisors, after beginning the meeting in open session, determined that it was necessary to enter into closed session for a brief discussion to ascertain whether an Executive Session was needed as to discuss a personnel matter. Following discussion and pursuant to the terms of Miss. Code Ann. § 25-41-7, as amended, Mr. Banks did offer and Mr. Steen did second a motion to make a closed determination upon the issue of whether or not to declare an Executive Session for the purpose of a personnel matter, with the following persons deemed necessary for Board discussions, deliberations, and recording of such Executive Session, to wit: members of the Board, Chancery Clerk Ronny Lott, Board Secretary/Chief Deputy Chancery Clerk Cynthia Parker, County Administrator Greg Higginbotham, Board Attorney Mike Espy, County Engineer Tim Bryan, Comptroller Na’Son White, and Sheriff Randy Tucker. The vote on the matter being as follows:

Supervisor Sheila Jones	Aye
Supervisor Trey Baxter	Aye
Supervisor Gerald Steen	Aye
Supervisor Karl Banks	Aye
Supervisor Paul Griffin	Aye

¹Prior to consideration of this item of business, Mr. Steen recused himself from the meeting, departed the meeting room and did not participate in discussion of deliberation of this matter whatsoever.

President’s Initials: _____

Date Signed: _____

the matter carried unanimously and the Board took up the matter of entering into Executive Session.

SO ORDERED this the 5th day of December, 2022.

In re: Entering into Executive Session

WHEREAS, the Board Attorney advised the Board that discussion of the proposed matters of business was properly the subject of executive session. Following discussion, Mr. Banks did offer and Mr. Steen did second a motion to enter into Executive Session to discuss a personnel matter. The vote on the matter being as follows:

Supervisor Sheila Jones	Aye
Supervisor Trey Baxter	Aye
Supervisor Gerald Steen	Aye
Supervisor Karl Banks	Aye
Supervisor Paul Griffin	Aye

the matter carried unanimously and Board President declared the Board to be in Executive Session for the consideration of such matters and Chancery Clerk Ronny Lott announced to the public the purpose for the Executive Session.

SO ORDERED this the 5th day of December, 2022.

During Executive Session, Ms. Jones did offer and Mr. Baxter did second a motion to take a personnel action. The vote on the matter being as follows:

Supervisor Sheila Jones	Aye
Supervisor Trey Baxter	Aye
Supervisor Gerald Steen	Aye
Supervisor Karl Banks	Abstained
Supervisor Paul Griffin	Abstained

the matter carried by the unanimous vote of those present and said personnel action was and is hereby taken.

SO ORDERED this the 5th day of December, 2022.

Thereafter, Mr. Steen did offer and Mr. Baxter did second a motion to adjourn the Executive Session and announce to the public the action taken therein. The vote on the matter being as follows:

Supervisor Sheila Jones	Aye
Supervisor Trey Baxter	Aye
Supervisor Gerald Steen	Aye
Supervisor Karl Banks	Aye
Supervisor Paul Griffin	Aye

the matter carried by the unanimous vote of those present and the Board President declared Executive Session adjourned and the Chancery Clerk did announce the action taken during Executive Session.

SO ORDERED this the 5th day of December, 2022.

President's Initials: _____

Date Signed: _____

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THERE BEING NO FURTHER BUSINESS to come before the Board of Supervisors of Madison County, Mississippi, upon motion duly made by Supervisor Banks and seconded by Supervisor Baxter and approved by the unanimous vote of those present, the December 5, 2022 meeting of the Board of Supervisors was adjourned until December 19, 2022 at 9:00 a.m.

Paul Griffin, President
Madison County Board of Supervisors

Date signed: _____

ATTEST:

Ronny Lott, Chancery Clerk

President's Initials: _____

Date Signed: _____

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