

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

REGULAR MEETING OF JANUARY 3, 2023
Being the first day of the January 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 January 3, 2023 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 Baxter¹
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. Nason White opened the meeting with a prayer and 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 19, 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 December 19, 2022,

Mr. Banks did offer and Mr. Steen did second a motion to approve the minutes of December 19, 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 December 19, 2022 were and are hereby approved.

SO ORDERED this the 3rd day of January, 2023.

¹Mr. Baxter participated in the meeting via teleconference.

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

Board President Paul Griffin did announce his resignation as Board President effective immediately,

Thereafter, Mr. Banks did offer and Ms. Jones did second a motion to elect Mr. Gerald Steen as 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 Karl Banks	Aye
Supervisor Paul Griffin	Aye

the matter carried by the unanimous vote of those present and Gerald Steen was and is hereby elected President of the Board

SO ORDERED this the 3rd day of January, 2023.

Thereafter, Ms. Jones did offer and Mr. Griffin did second a motion to elect Mr. Trey Baxter 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 Karl Banks	Aye
Supervisor Paul Griffin	Aye

the matter carried by the unanimous vote of those present and Trey Baxter was and is hereby elected Vice President of the Board.

SO ORDERED this the 3rd day of January, 2023.

In re: Discussion of North Brooks Road

Mr. Banks did offer and Mr. Griffin did second a motion to accept North Brooks Road as a county road with county maintenance and add to the county road registry as a public road. 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 North Brooks Road was and is hereby accepted as a county road.

SO ORDERED this the 3rd day of January, 2023.

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

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Mr. Griffin 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. **CA - Approval of State Holiday - January 16, 2023 and Authorize Closing of County Offices**
5. **CA - Approve MCCA's Notice of Intent to Apply for Funding for General Public Transportation** (Attached as Exhibit B)
6. **CA - Acknowledge Receipt and Deposit of \$5.165 Million from 2022 GO Note**
7. **COMP - Approve MegaSite Alliance Fire Protection District Per Diem and Authorize Payment**
8. **COMP - Approve Constable Report - December 2022**
9. **COMP - Approve Legislatively Mandated Pay Increase / County Court Judges & Approve Reimbursement Request** (Attached as Exhibit C)
10. **COMP - Approve Clerk of the Board - November 2022**
11. **EMA - Approve Travel and Related Expenses for 2023 Drone Pilot Class / Jones & Everett / Oxford, MS / January 10-12, 2023**
12. **RD - Approve December 2022 Closed Call Analysis**
13. **RD - Approve December 2022 Monthly Report**
14. **RD - Approve January 2023 Culvert Requests**
15. **RD - Approve January 2023 Service Call Schedule**
16. **TA - Acknowledge DOR Final Approval of Certificate with the Assessment Roll** (Attached as Exhibit D)
17. **TA - Approve 2022 Personal Property Decreases**

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 each item was and is hereby approved, adopted and authorized as described herein above.

SO ORDERED this the 3rd day of January, 2023.

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In re: Approval of Request for Property Tax Exemption - St. Matthews United Methodist Church, Inc.

Mr. Banks did offer and Ms. Jones did second a motion to approve the request of St. Matthews United Methodist Church, Inc. for property tax exemption for the year beginning January 1, 2023 for property on Old Canton Road for use as a church. 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 request for property tax exemption was and is hereby approved.

SO ORDERED this the 3rd day of January, 2023.

In re: Approval of Right of Way Use Agreement

At the request and recommendation of County Engineer Tim Bryan, Ms. Jones did offer and Mr. Banks did second a motion to approve the Right of Way Use Agreement between MDOT and Madison County to maintain Reunion Bridge over I-55, attached as Exhibit E, 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 and Board President was and is hereby authorized.

SO ORDERED this the 3rd day of January, 2023.

In re: Authorization to Advertise

At the request and recommendation of County Engineer Tim Bryan, Mr. Griffin did offer and Mr. Banks did second a motion to authorize advertising for proposals for engineering services for the Cotton Blossom Road Project. 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 3rd day of January, 2023.

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In re: Approval of Interlocal Agreement

At the request and recommendation of County Engineer Tim Bryan, Ms. Jones did offer and Mr. Steen did second a motion to approve the Interlocal Agreement between Madison County and the City of Madison related to the MPO Bozeman Road Improvement Project, attached as Exhibit F, 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 and Board President was and is hereby authorized.

SO ORDERED this the 3rd day of January, 2023.

In re: Acknowledge Planning and Zoning Commission Minutes

At the request of Zoning Administrator Scott Weeks, Mr. Banks did offer and Ms. Jones did second a motion to acknowledge the Planning and Zoning Commission draft minutes of December 8, 2022. 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 Planning and Zoning minutes were and are hereby acknowledged.

SO ORDERED this the 3rd day of January, 2023.

In re: Approval of Zoning Matter Variance on Side Setbacks

At the request of Zoning Administrator Scott Weeks and being approved by the Planning Commission, Mr. Banks did offer and Mr. Steen did second a motion to approve the Application for Variance of Side Setbacks submitted by Hollis Shoemaker, Inc. for a variance of side setbacks of Lot 1289 of Katherine Lake. 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 Application for Variance was and is hereby approved.

SO ORDERED this the 3rd day of January, 2023.

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***In re: Approval of Zoning Matter -
Application for Rezoning***

At the request of Zoning Administrator Scott Weeks and being approved by the Planning Commission, Ms. Jones did offer and Mr. Baxter did second a motion to approve the Application for Rezoning submitted by LFP, LLC, found in the Miscellaneous Appendix to these Minutes, to rezone 9.13 acres, bearing parcel no. 082D-19-016/01.00 from R-1 Residential District to R-2 Residential District. 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 Application for Rezoning was and is hereby approved.

SO ORDERED this the 3rd day of January, 2023.

***In re: Approval of Zoning Matter -
Request to Place Mobile Home***

At the request and recommendation of Zoning Administrator Scott Weeks, Mr. Banks did offer and Mr. Griffin did second a motion to authorize Ms. Angela Patridge to place a mobile home on property zoned in a residential district located at 588 Livingston Vernon Road due to medical hardship to allow her family to care for her and acknowledge materials provided. 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 Ms. Patridge was and is hereby authorized.

SO ORDERED this the 3rd day of January, 2023.

***In re: Acknowledgment of Letter
from Attorney General***

At the request and recommendation of Board Attorney Mike Espy, Mr. Banks did offer and Ms. Jones did second a motion to acknowledge the letter from the Attorney General's Office, attached as Exhibit G, regarding whether the Madison County Election Commission is obligated to conduct municipal elections for cities in Madison County. 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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the matter carried unanimously and said letter was and is hereby acknowledged.

SO ORDERED this the 3rd day of January, 2023.

***In re: Approval of Deadline Extension
for Cooperation Agreements***

At the request and recommendation of Board Attorney Mike Espy, Ms. Jones did offer and Mr. Banks did second a motion to approve a deadline extension to submit invoices to January 3, 2023 related to the Cooperation Agreements for Paving in the City of Madison and acknowledge that certain correspondence from the City of Madison, attached as Exhibit H. 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 deadline extension was and is hereby approved and said correspondence was and is hereby acknowledged.

SO ORDERED this the 3rd day of January, 2023.

In re: Authorization of County Administrator

At the request and recommendation of County Administrator Greg Higginbotham, Mr. Griffin did offer and Mr. Banks did second a motion to authorize advertising with the Canton Chamber of Commerce not to exceed \$5,000.00, the same being helpful towards advancing the moral and financial interests of Madison County. 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 3rd day of January, 2023.

In re: Approval of Sole Source Declaration

At the request and recommendation of County Administrator Greg Higginbotham, Mr. Banks did offer and Ms. Jones did second a motion to approve sole source declaration of B&E Communications for fire alarm system services, attached as Exhibit I 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

President's Initials: _____

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the matter carried unanimously and said sole source declaration was and is hereby approved and Board President was and is hereby authorized.

SO ORDERED this the 3rd day January, 2023.

In re: Approval of Fire Alarm Panel Replacement Quote

At the request and recommendation of County Administrator Greg Higginbotham, Mr. Banks did offer and Mr. Griffin did second a motion to approve the Monitoring Agreement of B&E Communications for the replacement of a fire alarm panel, attached as Exhibit J, 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 Monitoring Agreement was and is hereby approved and Board President was and is hereby authorized.

SO ORDERED this the 3rd day January, 2023.

In re: Approval to Transfer Road Tax Funds

At the request and recommendation of County Administrator Greg Higginbotham, Mr. Banks did offer and Ms. Jones did second a motion to approve the transfer of road tax funds held by Madison County in the amount of \$149,383.12 to the City of Gluckstadt. 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 funds were and are hereby authorized to be transferred.

SO ORDERED this the 3rd day January, 2023.

In re: Approval of Budget Amendments & Interfund Cash Transfers

At the request and recommendation of Comptroller Na'Son White, Mr. Banks did offer and Ms. Jones did second a motion to approve the Madison County Budget Amendments & Interfund Cash Transfers, 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

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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 3rd day January, 2023.

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. Griffin did second a motion to approve the following:

- (1) General Claims Docket
- (2) Payroll Docket 1 - December 21, 2022
- (3) Payroll Docket 2 - December 27, 2022

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	963 to 1013	51	286,658.78
012	40 to 43	4	18,257.89
015	20 to 22	3	174,947.68
095	5 to 5	1	28,952.58
097	33 to 34	2	3,567.00
105	24 to 24	1	600.00
115	31 to 32	2	7,472.73
116	2 to 2	1	13,868.89
117	2 to 2	1	476.69
118	2 to 2	1	242.71
119	2 to 2	1	616.21
120	2 to 2	1	114.22
121	2 to 2	1	26.10
122	2 to 2	1	548.10
137	5 to 5	1	12,048.34
150	181 to 189	9	24,634.30
191	35 to 36	2	44.75
194	23 to 23	1	100.00
226	12 to 12	1	667,953.00
328	9 to 9	1	359,167.65
681	40 to 40	1	3,147.69
690	3 to 3	1	30,068.95
691	3 to 3	1	37,586.22
TOTAL ALL FUNDS		89	1,671,100.48

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

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to issue pay warrants accordingly.

SO ORDERED this the 3rd day January, 2023.

In re: Approval of Personnel Actions

At the request of Sheriff Randy Tucker, Mr. Banks did offer and Mr. Griffin did second a motion to approve three (3) personnel actions for Madison County Detention Center employees Carmen Smith, Keon Sims, and Marquesha Lewis, 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 personnel actions were and are hereby approved.

SO ORDERED this the 3rd day January, 2023.

In re: Acknowledgment of MDOC Invoices

At the request of Sheriff Randy Tucker, Mr. Griffin did offer and Ms. Jones did second a motion to acknowledge receipt of MDOC invoices for October 2022 in the amount of \$16,785.98, found in the Miscellaneous Appendix to these Minutes, 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 invoices were and are hereby acknowledged and Board President was and is hereby authorized.

SO ORDERED this the 3rd day January, 2023.

In re: Approval to Modify Health Insurance

At the request and recommendation of County Administrator Greg Higginbotham, Mr. Griffin and Ms. Jones did second a motion to approve modification of UMR Health Insurance to comply with federal law 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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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 3rd day January, 2023.

Thereafter, Mr. Banks did offer and Mr. Griffin did second a motion to adjourn the Executive Session and announce to the public that no action was 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 that no action was taken during Executive Session.

SO ORDERED this the 3rd day January, 2023.

In re: Approval of Travel and Related Expenses

Mr. Griffin did offer and Mr. Banks did second a motion to approve travel and related expenses for the Board of Supervisors, Board Attorney, County Engineer, and County Administrator to travel to Washington, D.C. in January to meet with delegates regarding various county projects. 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 travel and related expenses were and are hereby approved.

SO ORDERED this the 3rd day January, 2023.

President's Initials: _____
Date Signed: _____

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 Griffin and approved by the unanimous vote of those present, the January 3, 2023 meeting of the Board of Supervisors was adjourned until January 17, 2023 at 9:00 a.m.

Gerald Steen, President
Madison County Board of Supervisors

Date signed: _____

ATTEST:

Ronny Lott, Chancery Clerk

President's Initials: _____

Date Signed: _____

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