

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

REGULAR MEETING OF JUNE 19, 2023  
Adjourned from a meeting conducted June 5, 2023

BE IT REMEMBERED that the regular meeting of the Board of Supervisors of Madison County, Mississippi was duly convened, held and conducted on June 19, 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, Gerald Steen presided and called the meeting to order. The following members were present that day:

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

Absent:  
Supervisor Trey Baxter  
Supervisor Paul Griffin

Also Present:  
County Administrator Greg Higginbotham  
Board Attorney Mike Espy  
Chief Deputy Chancery Clerk Gena Permenter

The President of the Board announced that the members of the Board present constituted a quorum and declared the meeting duly convened. Willie Sims 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 June 5, 2023***

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 June 5, 2023,

Mr. Banks did offer and Mr. Steen did second a motion to approve the minutes of June 5, 2023 as presented, and authorize the Board President to execute same. The vote on the matter being as follows:

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

the matter carried by the unanimous vote of those present and the minutes of June 5, 2023 were and are hereby approved.

SO ORDERED this the 19<sup>th</sup> day of June, 2023.

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

WHEREAS, the Board President did explain that any Supervisor could, in advance of the

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

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

***For Searching Reference Only: Page 1 of 12 (5/2/16)***

call of the question, request that any item be removed from the Consent Agenda, and

*Mr. Banks 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 Use of Courthouse Grounds Request from Canton Convention & Visitors Bureau**
5. **B&G - Approve Use of Rogers Park - Lewis**
6. **CA - Approval of County Offices Closing for July Fourth Holiday - Tuesday, July 4, 2023**
7. **CA - Acknowledge Madison County Soil & Water Conservation District Fiscal Year 2024 Budget Request**
8. **CA - Acknowledge Madison County Citizens Services Fiscal Year 2024 Budget Request**
9. **CA - Acknowledge MCEDA Fiscal Year 2024 Budget Request**
10. **CA - Acknowledge Madison County Library System Fiscal Year 2024 Budget Request**
11. **CA - Acknowledge Madison County Citizens Service Agency FY 2022 Audit Report**
12. **CA - Acknowledge Canton Public School District Audit Report for Fiscal Year Ended - June 30, 2022**
13. **CA - Approve Travel & Related Expenses for MJCJA Summer Convention / Judge Lloyd Spivey, III / Biloxi, MS / July 16-20, 2023**
14. **CA - Acknowledge Circuit Court Order for Application to Pay the Claim of APAC-Mississippi Inc.** (Attached as Exhibit B)
15. **ChClrk - Acknowledge Destruction of Certain Records**
16. **ChClrk - Approve 16th Section Land Leases**
17. **CircuitCrt - Approve Travel & Related Expenses for MADCP State Drug Court Convention /Judge Arthur, Anderson, Herr, Smith, Gray, Germany, Adair & Hunter / Oxford, MS / August 23-25, 2023**
18. **COMP - Approve Payment Maintenance Agreement Renewal for Stenograph** (Attached as Exhibit C)
19. **COMP - Approve 2022 TIF payment to City of Madison - Madison Station-CVS TIF**
20. **ENG - Approve Comcast Cable Utility Permit - Hackberry Lane**
21. **ENG - Approve Telepak Networks, Inc. / cSpire Utility Permit - East Sowell Road**
22. **ENG - Approve Request for Payment - Reunion Parkway Phase II Project from GolfSuites of Madison, LLC / District 2**

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

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

*For Searching Reference Only: Page 2 of 12 (5/2/16)*

23. **EMA - Approve Travel and Related Expenses for 2023 MCDEMA Annual Business Meeting / Knight & Jones / Choctaw, MS / July 11-12, 2023**
24. **EMA - Acknowledge UAS Certification**
25. **PC - Approve June 2023 Procurement Card Reconciliation and Authorize Payment Thereof**
26. **PC - Approve June 2023 Travel Card Reconciliation and Authorize Payment Thereof**
27. **SO - Approve Annual License Agreement and Authorize Payment thereof**  
(Attached as Exhibit D)
28. **TA - Approve Appraisal Board Renewal License Fee - Donald Loren Jorgenson**
29. **TA - Approve 2022 Homestead Exemption Amended Applications**
30. **TA - Approve 2022 Real Property Decreases**
31. **TA - Approve 2022 Personal Property Decreases**

The vote on the matter being as follows:

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

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 19<sup>th</sup> day of June, 2023.

***In re: Approval of Waste Tire Grant***

At the request of Buildings & Grounds Director Drew Ridinger, Mr. Banks did offer and Ms. Jones did second a motion to approve the Waste Tire Grant WT675, attached as Exhibit E, and authorize the Board President to execute the same. The vote on the matter being as follows:

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

the matter carried by the unanimous vote of those present and said grant was and is hereby approved and the Board President was and is hereby authorized.

SO ORDERED this the 19<sup>th</sup> day of June, 2023.

***In re: Authorization to Re-Advertise for Bids -***

**President's**

**Initials:** \_\_\_\_\_

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

***For Searching Reference Only: Page 3 of 9 (6/19/23)***

**Sheriff's Department Fuel Tank Project**

At the request of Buildings & Grounds Director Drew Ridinger, Mr. Banks did offer and Mr. Steen did second a motion to authorize re-advertising for bids for the Sheriff's Department Fuel Tank Project. The vote on the matter being as follows:

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

the matter carried by the unanimous vote of those present and said re-advertising was and is hereby authorized.

SO ORDERED this the 19<sup>th</sup> day of June, 2023.

***In re: Approval of Final Plat - Bellemeade 1A of Caroline***

At the request of County Engineer Tim Bryan, Mr. Banks did offer and Mr. Steen did second a motion to approve the final plat of Bellemeade 1A of Caroline consisting of 19.76 acres with 31 lots, and accept Letter of Credit for final wearing surface. The vote on the matter being as follows:

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

the matter carried by the unanimous vote of those present and said plat was and is hereby approved and said Letter of Credit was and is hereby acknowledged.

SO ORDERED this the 19<sup>th</sup> day of June, 2023.

***In re: Approval of Final Plat - Bellemeade 1B of Caroline***

At the request of County Engineer Tim Bryan, Mr. Banks did offer and Mr. Steen did second a motion to approve the final plat of Bellemeade 1B of Caroline consisting of 23.83 acres with 36 lots, and accept Letter of Credit for final wearing surface. The vote on the matter being as follows:

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

**President's**

**Initials:** \_\_\_\_\_

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

the matter carried by the unanimous vote of those present and said plat was and is hereby approved and said Letter of Credit was and is hereby acknowledged.

SO ORDERED this the 19<sup>th</sup> day of June, 2023.

***In re: Approval of Final Plat - Westlake Phase 3***

At the request of County Engineer Tim Bryan, Mr. Banks did offer and Mr. Steen did second a motion to approve the final plat of Westlake Phase 3 consisting of 18.76 acres with 22 lots, and accept Letter of Credit for final wearing surface. The vote on the matter being as follows:

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

the matter carried by the unanimous vote of those present and said plat was and is hereby approved and said Letter of Credit was and is hereby acknowledged.

SO ORDERED this the 19<sup>th</sup> day of June, 2023.

***In re: Approval of Final Plat - Mill Town Place Phase 1***

At the request of County Engineer Tim Bryan, Mr. Banks did offer and Ms. Jones did second a motion to approve the final plat of Westlake Phase 3 consisting of 14.13 acres with 31 lots, and accept Letter of Credit for final wearing surface. The vote on the matter being as follows:

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

the matter carried by the unanimous vote of those present and said plat was and is hereby approved and said Letter of Credit was and is hereby acknowledged.

SO ORDERED this the 19<sup>th</sup> day of June, 2023.

***In re: Approval of Full Maintenance Release Letter - King Ranch Road Project***

At the request of County Engineer Tim Bryan, Mr. Banks did offer and Ms. Jones did second a motion to approve the full maintenance release letter to Hemphill Construction Company, Inc., attached as Exhibit F, related to the King Ranch Road

**President's**

**Initials:** \_\_\_\_\_

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

Project, and authorize Board President to execute all documents related thereto.  
The vote on the matter being as follows:

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

the matter carried by the unanimous vote of those present and said release letter was and is hereby approved and the Board President was and is hereby authorized.

SO ORDERED this the 19<sup>th</sup> day of June, 2023.

***In re: Approval of Local System Bridge Program - Bridge Replacement for Heindl Road***

At the request of County Engineer Tim Bryan, Mr. Banks did offer and Ms. Jones did second a motion to approve the Board Order releasing Fordice Construction Company from further maintenance responsibilities related to the Heindl Road Bridge Replacement Project, attached as Exhibit G, approve acceptance documents for said project, and authorize Board President to execute the same. The vote on the matter being as follows:

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

the matter carried by the unanimous vote of those present and said Board Order was and is hereby approved, said acceptance documents were and are hereby approved, and the Board President was and is hereby authorized.

SO ORDERED this the 19<sup>th</sup> day of June, 2023.

***In re: Acknowledgment of Letter***

At the request of County Engineer Tim Bryan, Mr. Banks did offer and Ms. Jones did second a motion to acknowledge a letter to MDOT requesting asphalt sampling and testing related to the Bozeman Road Improvements Project, attached as Exhibit H, and authorize Board President to execute the same. The vote on the matter being as follows:

Supervisor Sheila Jones	Aye
Supervisor Trey Baxter	Absent
Supervisor Gerald Steen	Aye
Supervisor Karl Banks	Aye

**President's**

**Initials:** \_\_\_\_\_

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

***For Searching Reference Only: Page 6 of 9 (6/19/23)***

Supervisor Paul Griffin

Absent

the matter carried by the unanimous vote of those present and said letter was and is hereby acknowledged and the Board President was and is hereby authorized.

SO ORDERED this the 19<sup>th</sup> day of June, 2023.

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

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

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

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 19<sup>th</sup> day of June, 2023.

***In re:* Approval of Claims Docket & Payroll Docket**

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. Steen did offer and Ms. Jones did second a motion to approve the following:

- (1) General Claims Docket
- (2) Payroll Docket 1 - June 7, 2023

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	2304 to 2495	192	317,527.42
012	120 to 122	3	551.09
015	61 to 64	4	276,647.83
097	81 to 81	1	100.00
104	31 to 31	1	592.62
105	77 to 78	2	9,033.19

**President's**

**Initials:** \_\_\_\_\_

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

***For Searching Reference Only: Page 7 of 9 (6/19/23)***

113	9 to 9	1	608.56
115	118 to 119	2	1,511.13
125	30 to 30	1	51.67
150	528 to 555	28	120,077.23
160	60 to 66	7	125,231.18
170	13 to 13	1	3,749.71
185	34 to 34	1	264.96
190	73 to 74	2	1,115.50
191	115 to 118	4	14,877.56
194	70 to 71	2	19,899.46
226	33 to 33	1	820.00
328	18 to 18	1	14,467.55
331	11 to 12	2	20,000.00
342	21 to 25	2	254,732.04
681	155 to 155	1	97.50
TOTAL ALL FUNDS		259	1,181,956.20

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	Absent
Supervisor Gerald Steen	Aye
Supervisor Karl Banks	Aye
Supervisor Paul Griffin	Absent

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

SO ORDERED this the 19<sup>th</sup> day of June, 2023.

***In re: Approval of Planning & Zoning  
Commission Per Diem***

At the request and recommendation of Comptroller Na'Son White, Mr. Steen did offer and Mr. Banks did second a motion to approve the *Planning and Zoning Commission per diem for June 2023, attached as Exhibit J*. The vote on the matter being as follows:

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

**President's**

**Initials:** \_\_\_\_\_

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

***For Searching Reference Only: Page 8 of 9 (6/19/23)***



the matter carried by the unanimous vote of those present and said per diem was and is hereby approved.

SO ORDERED this the 19<sup>th</sup> day of June, 2023.

***In re: Acknowledgment of MDOC Invoices***

At the request of Sheriff Randy Tucker, Ms. Jones did offer and Mr. Banks did second a motion to acknowledge receipt of MDOC invoices for May 2023 in the amount of \$7,105.83 and authorize Board President to execute the same. The vote on the matter being as follows:

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

the matter carried by the unanimous vote of those present and said invoices were and are hereby acknowledged and Board President was and is hereby authorized.

SO ORDERED this the 19<sup>th</sup> day of June, 2023.

***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 litigation, economic development, and property acquisition.

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 discussing litigation, economic development, and property acquisition, 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 Gena Permenter, County Administrator Greg Higginbotham, County Engineer Tim Bryan, Board Attorney Mike Espy, Planning and Zoning Attorney Andy Clark, Assistant District Attorney Ashley Allen, Comptroller Na’Son White, Mr. Joey Deason, and Sheriff Randy Tucker. The vote on the matter being as follows:

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

the matter carried by the unanimous vote of those present and the Board took up the matter

**President’s**

**Initials:** \_\_\_\_\_

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

***For Searching Reference Only: Page 9 of 9 (6/19/23)***

of entering into Executive Session.

SO ORDERED this the 19<sup>th</sup> day of June, 2023.

***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, Ms. Jones did offer and Mr. Banks did second a motion to enter into Executive Session to discuss litigation, economic development, and property acquisition. The vote on the matter being as follows:*

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

*the matter carried by the unanimous vote of those present 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 19<sup>th</sup> day of June, 2023.

No action was taken during Executive Session due to the lack of a quorum and the discussion of all matters was suspended. The board did not reconvene in Regular Session to formally Adjourn due to lack of a quorum.

SO ORDERED this the 19<sup>th</sup> day of June, 2023.

\_\_\_\_\_  
Gerald Steen, President  
Madison County Board of Supervisors

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

ATTEST:

\_\_\_\_\_  
Ronny Lott, Chancery Clerk

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

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

***For Searching Reference Only: Page 9 of 9***

***(6/19/23)***

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

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

*For Searching Reference Only: Page 9 of 9*

(6/19/23)