

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

REGULAR MEETING OF SEPTEMBER 18, 2023  
Adjourned from a meeting conducted September 7, 2023

BE IT REMEMBERED that the regular meeting of the Board of Supervisors of Madison County, Mississippi was duly reconvened, held and conducted on September 18, 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 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 Gena Permenter

The President of the Board announced that the members of the Board present constituted a quorum and declared the meeting duly convened. Na'Son White opened the meeting with a prayer and Paul Griffin 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 September 5 & 7, 2023***

WHEREAS, Chancery Clerk Ronny Lott did present the Board with the Minutes of the previous meetings of the Board of Supervisors having been conducted on September 5, 2023 and September 7, 2023,

Ms. Jones did offer and Mr. Banks did second a motion to approve the minutes of September 5, 2023 and September 7, 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	Aye
Supervisor Gerald Steen	Aye
Supervisor Karl Banks	Aye
Supervisor Paul Griffin	Aye

the matter carried unanimously and the minutes of September 5, 2023 and September 7, 2023 were and are hereby approved.

SO ORDERED this the 18<sup>th</sup> day of September, 2023.

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

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

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***In re: Adoption of Resolution Proclaiming the Week of September 17 - 23, 2023 as Constitution Week***

At the request and recommendation of County Administrator Greg Higginbotham, Ms. Jones did offer and Mr. Banks did second a motion to adopt and approve a Resolution Proclaiming the week of September 17 - 23, 2023 as Constitution Week, attached as Exhibit A, 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 adopted and Board President was and is hereby authorized.

SO ORDERED this the 18<sup>th</sup> day of September, 2023.

***In re: Public Hearing on MCEDA'S Request for Dimensional Variance of the MCEDA Megasite***

Ms. Jones did offer and Mr. Banks did second a motion to open the public hearing on MCEDA's request for a dimensional variance of the MCEDA Megasite. 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 public hearing was and is hereby opened.

SO ORDERED this the 18<sup>th</sup> day of September, 2023.

Thereafter, Mr. Griffin did offer and Mr. Banks did second a motion to close the public hearing on MCEDA's request for a dimensional variance of the MCEDA Megasite. 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 public hearing was and is hereby closed.

SO ORDERED this the 18<sup>th</sup> day of September, 2023.

Thereafter, Mr. Griffin did offer and Mr. Banks did second a motion to approve MCEDA's request for a dimensional variance of the MCEDA Megasite to authorize structural heights of up to 150 feet tall to be constructed on the property. The vote on the matter being as follows:

Supervisor Sheila Jones	Aye
Supervisor Trey Baxter	Aye

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

the matter carried unanimously and said dimensional variance was and is hereby approved.

SO ORDERED this the 18<sup>th</sup> day of September, 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

County Administrator Greg Higgingbotham did request to pull item number 13, and

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

7. **HR - Approve Personnel Matters (Attached as Exhibit B)**
8. **HR - Approve Travel and Related Expenses for 2024 SHRM Convention / Phillips & Griffin / Chicago, IL / June 23-26, 2024**
9. **B&G - Approve Use of Rogers Park - Rogers**
10. **B&G - Approve Use of Rogers Park - CHS Class of 2003**
11. **CA - Acknowledge Madison County Nursing Home Budget**
12. **CA - Approve Submission of Records Disposal Authorization to MDAH**
14. **CA- Approve Travel for Board Members and County Attorney to Washington DC September 24-September 29, 2023**
15. **ChClrk - Approve Payment for Special Master & Attorneys (Attached as Exhibit C)**
16. **ChClrk - Authorize Destruction of Records**
17. **ChCrt - Acknowledge Chancery Court Amended Order Setting Salary for Staff Attorney - Patricia Chatelain (Attached as Exhibit D)**
18. **COMP - Declare Property as Surplus and Authorize Disposal**
19. **COMP - Approve Request to Madison County Nursing Home for Reimbursement for Sulphur Springs Park Walking Trails**
20. **ENG - Approve CenterPoint Energy Utility Permit - Stribling Road**
21. **Fire Services - Approve Letter Requesting EMSOF Grant Change**
22. **PC - Approve September 2023 Procurement Card Reconciliation and Authorize Payment Thereof**
23. **PC - Approve September 2023 Travel Card Reconciliation and Authorize Payment**

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Thereof

24. **SO - Approve Extension Request for VitalCore Inmate Medical Provider Novation Agreement** (Attached as Exhibit E)
25. **SO - Approve Premier Supply Link, LLC Commissary Service Agreement** (Attached as Exhibit F)
26. **SO - Approve Travel & Related Expenses for 2023 Mississippi 911 Conference / Wayne Wells / Biloxi, MS**
27. **TA - Approve Maintenance Subscription Renewal of CDW-G AutoCad** (Attached as Exhibit G)
28. **TA - Approve Registration for IAAO (USPAP) Course / Nicole Mann Flanagan / Starkville, MS / November 15-16, 2023**
29. **TA - Approve Registration for IAAO Course 400 / Shane Picket / Starkville, MS / November 27- December 1, 2023**
30. **TA - Approve 2023 Real Property Decreases**
31. **TA - Approve 2023 Amended Homestead**
32. **TA - Approve 2023 Personal Property Decreases**
33. **TA - Approve 2023 Personal Property Increase**

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 18<sup>th</sup> day of September, 2023.

***In re: Appointments to Madison County Watershed Committee***

Mr. Banks did offer and Mr. Baxter did second a motion to appoint Melon Garrett and John Greer to the Madison County Watershed Committee. 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 Melon Garrett and John Greer were and are hereby

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appointed.

SO ORDERED this the 18<sup>th</sup> day of September, 2023.

***In re: Approval of Request from  
Southwest Madison FPD***

Mr. Steen did offer and Mr. Griffin did second a motion to approve the request of Southwest Madison Fire Protection District for Madison County to pave the damaged area of the parking lot at the Southwest Madison fire station. 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 was and is hereby approved.

SO ORDERED this the 18<sup>th</sup> day of September, 2023.

***In re: Approval of Addendum # 2 - JH&H  
Architects Agreement***

At the request of Buildings and Grounds Director Drew Ridinger, Ms. Jones did offer and Mr. Steen did second a motion to approve Addendum # 2 to the JH&H Architects Agreement, 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	Absent
Supervisor Gerald Steen	Aye
Supervisor Karl Banks	Aye
Supervisor Paul Griffin	Aye

the matter carried by the unanimous vote of those present and said addendum # 2 was and is hereby approved and Board President was and is hereby authorized.

SO ORDERED this the 18<sup>th</sup> day of September, 2023.

***In re: Award Bid - Camden Road Bridge  
Rehabilitation Project***

At the request and recommendation of County Engineer Tim Bryan, Ms. Jones did offer and Mr. Griffin did second a motion to approve and award the bid of B.P. Construction Company, LLC. in the amount of \$222,460.00 as the lowest bidder for the Camden Road Bridge Rehabilitation Project, and authorize Board President to execute the construction contract. The vote on the matter being as follows:

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

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Madison County-Sulphur Springs Park Urban Renewal 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 award was and is hereby acknowledged.

SO ORDERED this the 18<sup>th</sup> day of September, 2023.

***In re: Authorization of Board President***

At the request of County Administrator Greg Higginbotham, Mr. Banks did offer and Mr. Steen did second a motion to authorize Board President to execute Statements of Proof of Loss for the Historic Courthouse Roof Damage, attached as Exhibit J. 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 was and is hereby authorized.

SO ORDERED this the 18<sup>th</sup> day of September, 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 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 by the unanimous vote of those present and said budget amendments and interfund cash transfers were and are hereby approved.

SO ORDERED this the 18<sup>th</sup> day of September, 2023.

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

At the request and recommendation of Comptroller Na'Son White, assuring the Board of

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Supervisors that all claims had been properly documented and where necessary, purchase orders were obtained in advance as required by law, Mr. Griffin did offer and Mr. Banks did second a motion to approve the following:

- (1) General Claims Docket
- (2) Payroll Docket 1 - September 13, 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	3966 to 4105	140	670,173.65
012	163 to 164	2	1,002.48
015	83 to 85	3	349,006.81
097	109 to 110	2	1,260.00
103	2 to 2	1	1,093.54
104	42 to 42	1	632.13
105	105 to 107	3	23,417.75
113	12 to 12	1	1,940.00
115	160 to 166	7	80,911.79
150	716 to 747	32	147,947.57
151	3 to 4	2	348,863.08
160	95 to 102	8	443,912.34
185	49 to 51	3	1,463.06
186	24 to 24	1	368.00
187	25 to 26	2	367.45
190	102 to 105	4	1,783.56
191	154 to 157	4	3,439.00
194	95 to 97	3	1,514.56
305	14 to 14	1	6,266.00
331	18 to 19	2	11,500.00
340	11 to 11	1	23,931.84
342	35 to 37	3	99,027.94
681	211 to 211	1	3,186.54
TOTAL ALL FUNDS		227	2,223,009.09

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 Docket 1 were and are hereby approved, and the Chancery Clerk was and is instructed to issue pay warrants accordingly.

SO ORDERED this the 18<sup>th</sup> day of September, 2023.

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

At the request and recommendation of Comptroller Na'Son White, Mr. Banks did offer and Mr. Baxter did second a motion to approve the Planning and Zoning Commission per diem for September 2023, attached as Exhibit L. 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	Recused <sup>1</sup>

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

SO ORDERED this the 18<sup>th</sup> day of September, 2023.

***In re: Approval of Claims of Fleetcor Technologies***

At the request and recommendation of Comptroller Na'Son White, Mr. Banks did offer and Mr. Griffin did second a motion to approve a supplemental claims docket dated September 14, 2023 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:

Supervisor Sheila Jones	Aye
Supervisor Trey Baxter	Aye
Supervisor Gerald Steen	Recused <sup>2</sup>
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 18<sup>th</sup> day of September, 2023.

***In re: Acknowledgment of Inmate  
Meal Report***

At the request of Sheriff Randy Tucker, Mr. Baxter did offer and Ms. Jones did second a motion to acknowledge the inmate meal report for August 2023, found in the Miscellaneous Appendix to these Minutes. The vote on the matter being as follows:

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

<sup>2</sup>Prior 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.

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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 report was and is hereby acknowledged.

SO ORDERED this the 18<sup>th</sup> day of September, 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 right-of-way acquisition.

Following discussion and pursuant to the terms of Miss. Code Ann. § 25-41-7, as amended, Ms. Jones 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 right-of-way 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, Comptroller Na’Son White, Board Attorney Mike Espy, Jim Turner, Caleb Koontz, 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

the matter carried by the unanimous vote of those present and the Board took up the matter of entering into Executive Session.

SO ORDERED this the 18<sup>th</sup> day of September, 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, Mr. Steen did offer and Mr. Griffin did second a motion to enter into Executive Session to discuss right-of-way acquisition. 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 Board President declared the

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Board to be in Executive Session for the consideration of such matters and Ronny Lott announced to the public the purpose for the Executive Session.

SO ORDERED this the 18<sup>th</sup> day of September, 2023.

During Executive Session, the Madison County Board of Supervisors approved two Resolutions of Condemnation on the Catlett Road Project.

Thereafter, Mr. Baxter did offer and Mr. Banks 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 unanimously and the Board President declared Executive Session adjourned and Ronny Lott did announce the action taken during Executive Session.

SO ORDERED this the 18<sup>th</sup> day of September, 2023.

THERE BEING NO FURTHER BUSINESS to come before the Board of Supervisors of Madison County, Mississippi, upon motion duly made by Supervisor Baxter and seconded by Supervisor Steen and approved by the unanimous vote of those present, the September 18, 2023 meeting of the Board of Supervisors was adjourned until September 29, 2023 at 3:00 p.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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