

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

REGULAR MEETING OF OCTOBER 2, 2023
Adjourned from a meeting conducted September 29, 2023

BE IT REMEMBERED that the regular meeting of the Board of Supervisors of Madison County, Mississippi was duly reconvened, held and conducted on October 2, 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. Duane Thompson 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 September 18, 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 18, 2023, 2023,

Ms. Jones did offer and Mr. Baxter did second a motion to approve the minutes of September 18, 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 18, 2023 were and are hereby approved.

SO ORDERED this the 2nd day of October, 2023.

President's Initials: _____

Date Signed: _____

For Searching Reference Only: Page 1 of 10 (10/2/23)

***In re: Acknowledgment of Historical Courthouse
Committee Members***

At the recommendation of Chairman John Wallace, Mr. Steen did offer and Mr. Banks did second a motion to acknowledge the Historical Courthouse Committee Members, attached as **Exhibit A**. 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 members were and are hereby acknowledged.

SO ORDERED this the 2nd day of October, 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

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

- 2. HR - Approve Personnel Matters (Attached as Exhibit B)**
- 3. B&G - Approve Use of Rogers Park - CHS Class of 1998**
- 4. B&G - Approve Use of Courthouse Grounds - Uptown Downtown**
- 5. CA - Acknowledge CMPDD Fiscal Year Work Program 2023-2024**
- 6. CA - Acknowledge Resolution of Intent for Statutory Salary Increase**
- 7. CA - Approve Hiring Sixth Public Defender for Twentieth Circuit Court at a salary of \$54,000 per year**
- 8. CA - Approve Hiring Additional Deputy Coroner, Donnie South, at a salary of \$7,200 annually**
- 9. CA - Authorize Providing Fringe Benefits Available to Other County Employees, Including Insurance, to Public Defenders**
- 10. ChClrk - Approve Computer Software Support Agreement Addendum with Delta Computer Systems Inc. (Attached as Exhibit C)**
- 11. ChCrt - Acknowledge Chancery Court Order Appointment of a Court Reporter - Karen Rowzee (Attached as Exhibit D)**
- 12. ChCrt - Approve Chancery Court Business Information Systems (BIS Digital) Service & Support Renewal Contract and Authorize Payment (Attached as Exhibit E)**
- 13. ENG - Approve Travel and Related Expenses for 2023 DSITE Fall Meeting Institute of Transportation Engineers / Tim Bryan / Lafayette, LA / October 5-6, 2023**

President's Initials: _____

Date Signed: _____

For Searching Reference Only: Page 2 of 10 (10/2/23)

14. **ENG - Approve Comcast Cable Utility Permit - Yandell Road**
15. **ElecComm - Approve Travel and Related Expenses for ECAM 2024 Annual Elections Seminar and Training / Carney, Truesdale, Lacy, Dickinson, Payne & Wray / Philadelphia, MS / January 24-26, 2024**
16. **IT - Approve NWN Carousel Quarterly Hardware Support for Avaya and Authorize Payment (Attached as Exhibit F)**
17. **PC - Approve Purchase of Incentive Cards for Walmart - Family Drug Treatment Court**
18. **RD - Approve September 2023 Closed Call Analysis**
19. **RD - Approve September 2023 Monthly Report**
20. **RD - Approve October Culvert Requests 2023**
21. **RD - Approve October 2023 Service Call Schedule**
22. **SO - Approve Travel & Related Expenses for Southern Regional Public Safety Institute & Tactical Officer Survival School / Hattiesburg, MS / October 17-19, 2023 and Authorize Payment**
23. **SO - Approve Mississippi Secretary of State Application for Notary Service and Authorize Payment**
24. **SO - Approve Travel & Related Expenses for 2023 MS 911 Conference / Dana Andrews / Biloxi, MS**
25. **SO - Approve Travel and Related Expenses for 2023 Mississippi Winter Sheriff Association Conference / Biloxi, MS / December 4-8, 2023**
26. **SO - Approve Registration and Related Expenses for MTOA 2023 Conference / Competition Pricing**
27. **TA - Approve Computer Software Support Agreement Addendum with Delta Computer Systems Inc.**
28. **TA - Acknowledge Agreement for Professional Services with Phelps Dunbar, LLP**
29. **TA - Approve 2023 Real Property Decreases**
30. **TA - Approve 2023 Real Property Increase**
31. **TA - Approve 2022 Real Property Notice of Increase**
32. **TA - Approve 2023 Real Property Increase - Signed**
33. **TA - Approve 2023 Amended Homestead**
34. **TA - Approve 2023 Homestead Exemption Deletion**

The vote on the matter being as follows:

Supervisor Sheila Jones

Aye

President's Initials: _____

Date Signed: _____

For Searching Reference Only: Page 3 of 10 (10/2/23)

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 2nd day of October, 2023.

In re: Acknowledgment of Documentation

Mr. Baxter did offer and Mr. Banks did second a motion to acknowledge documentation related to the D.R. Horton lawsuits, 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 documentation was and is hereby acknowledged.

SO ORDERED this the 2nd day of October, 2023.

In re: Consideration to Rescind Preliminary Plat - Woodgate Subdivision

Mr. Baxter did offer and Ms. Jones did second a motion to rescind approval of the preliminary plat of Woodgate Subdivision at the southeast corner of Yandell Road and North Old Canton Road originally approved on March 6, 2023 due to traffic safety issues and school system overcrowding. The vote on the matter being as follows:

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

the matter failed for lack of a majority vote.

SO ORDERED this the 2nd day of October, 2023.

In re: Acknowledgment of Documentation

Mr. Griffin did offer and Mr. Banks did second a motion to acknowledge documentation related to traffic concerns on Yandell Road, 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

President's Initials: _____

Date Signed: _____

Supervisor Karl Banks	Aye
Supervisor Paul Griffin	Aye

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

SO ORDERED this the 2nd day of October, 2023.

In re: Approval of Final Plat - Madisonville, Phase 1

At the request of County Engineer Tim Bryan, Mr. Baxter did offer and Mr. Banks did second a motion to approve the final plat of Madisonville, Phase 1 consisting of 29.84 acres with 86 lots, and acknowledge Letter of Credit # 23-046-SP for final wearing surface. 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 final plat was and is hereby approved.

SO ORDERED this the 2nd day of October, 2023.

In re: Approval of Final Plat - Magnolia Pointe, Part Two

At the request of County Engineer Tim Bryan, Mr. Baxter did offer and Ms. Jones did second a motion to approve the final plat of Magnolia Pointe, Part Two consisting of 4.04 acres with 11 lots, and acknowledge Letter of Credit # 23-019-SP for final wearing surface. 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 final plat was and is hereby approved.

SO ORDERED this the 2nd day of October, 2023.

***In re: Approval of Final Inspection -
Mt. Pilgrim Road Bridge Project***

At the request of County Engineer Tim Bryan, Mr. Griffin did second and Mr. Banks did second a motion to approve final inspection for the Mt. Pilgrim Road Bridge Project, approve the Board Order and Joint Letter of Acceptance, attached as **Collective Exhibit G**, and authorize the 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

President's Initials: _____

Date Signed: _____

For Searching Reference Only: Page 5 of 10 (10/2/23)

Supervisor Paul Griffin

Aye

the matter carried unanimously and said final inspection was and is hereby approved, said Board Order and Joint Letter of Acceptance were and are hereby approved, and Board President was and is hereby authorized.

SO ORDERED this the 2nd day of October, 2023.

In re: Acceptance of MDOT Final Payment

At the request of County Engineer Tim Bryan, Mr. Banks did offer and Ms. Jones did second a motion to accept MDOT’s Full and Final Settlement, attached as **Exhibit H**, for the Highway 22 at King Ranch Intersection Improvements Project in the amount of \$58,010.02, and authorize Board President to execute the letter from MDOT. 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 settlement was and is hereby accepted and Board President was and is hereby authorized.

SO ORDERED this the 2nd day of October, 2023.

In re: Authorization of County Engineer

Mr. Banks did offer and Mr. Griffin did second a motion to authorize the County Engineer to stripe the parking lot at the Madison County Food Stamp Office on Martin Luther King Drive. 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 County Engineer was and is hereby authorized.

SO ORDERED this the 2nd day of October, 2023.

In re: Acknowledgment of Planning and Zoning Commission Minutes

At the request of Zoning Administrator Scott Weeks, Mr. Baxter did offer and Ms. Jones did second a motion to acknowledge the Planning and Zoning Commission draft minutes of September 14, 2023. The vote on the matter being as follows:

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

President’s Initials: _____

Date Signed: _____

Supervisor Paul Griffin

Aye

the matter carried unanimously and said Planning and Zoning minutes were and are hereby acknowledged.

SO ORDERED this the 2nd day of October, 2023.

In re: Approval of Zoning Matter - Application for Conditional Use

At the request of Zoning Administrator Scott Weeks and being approved by the Planning and Zoning Commission, Mr. Griffin did offer and Mr. Baxter did second a motion to approve the Application for Conditional Use for Public/Quasi Public Facility filed by Rashad Smith for an event venue on property located at the southwest corner of Old Highway 16 and Sharon Road, being zoned R-2. 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 Conditional Use was and is hereby approved.

SO ORDERED this the 2nd day of October, 2023.

In re: Adoption of Madison County Handbook Changes

At the request and recommendation of Board Attorney Mike Espy, Mr. Banks did offer and Mr. Baxter did second a motion to adopt certain changes to the Madison County Handbook, attached as **Exhibit I**, in order to comply with state and federal law updates 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 handbook changes were and are hereby adopted.

SO ORDERED this the 2nd day of October, 2023.

In re: Authorization of Board President

At the request and recommendation of Board Attorney Mike Espy, Mr. Banks did offer and Mr. Steen did second a motion to authorize Board President to execute the Engagement Letter of Purdie & Metz, PLLC for legal services, attached as **Exhibit J**. The vote on the matter being as follows:

Supervisor Sheila Jones	Aye
-------------------------	-----

President's Initials: _____

Date Signed: _____

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 2nd day of October, 2023.

In re: Approval of Engagement Letter for FY 2022 Audit Report

At the request of County Administrator Greg Higginbotham, Mr. Banks did offer and Mr. Steen did second a motion approve the Engagement Letter for the FY 2022 Audit Report and authorize Board President and County Administrator 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 engagement letter was and is hereby approved and Board President and County Administrator were and are hereby authorized.

SO ORDERED this the 2nd day of October, 2023.

In re: Approval of Claims 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 Mr. Banks did second a motion to approve the following:

- (1) General Claims Docket

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	4218 to 4227	10	109,613.80
015	89 to 89	1	21,758.66
105	111 to 111	1	600.00
115	175 to 176	2	7,472.73
226	41 to 47	7	3,070,773.75
TOTAL ALL FUNDS		21	3,210,218.94

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
-------------------------	-----

President's Initials: _____

Date Signed: _____

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

SO ORDERED this the 2nd day of October, 2023.

In re: Approval to Add Coker Road to Road Plan

Mr. Steen did offer and Mr. Banks did second a motion to add Coker Road to the Madison County Road Plan. 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 Coker Road was and is hereby added to the Madison County Road Plan.

SO ORDERED this the 2nd day of October, 2023.

In re: Authorization of Funds for Coker Road Project

Mr. Steen did offer and Mr. Banks did second a motion to allocate any funds left from the North Livingston Road Project to the Coker 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 funds were and are hereby allocated to the Coker Road Project.

SO ORDERED this the 2nd day of October, 2023.

In re: Authorization for Election Commissioners and Circuit Clerk to Attend ECAM Annual Convention

At the request of Election Commissioner Pat Truesdale, Mr. Baxter did offer and Mr. Banks did second a motion to authorize the five (5) Election Commissioners and the Madison County Circuit Clerk to attend the ECAM Annual Election Commissioners Convention on January 24 - January 26, 2024. The vote on the matter being as follows:

Supervisor Sheila Jones	Aye
-------------------------	-----

President's Initials: _____

Date Signed: _____

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

the matter carried unanimously and said Election Commissioners and Circuit Clerk were and are hereby authorized.

SO ORDERED this the 2nd day of October, 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 Banks and approved by the unanimous vote of those present, the October 2, 2023 meeting of the Board of Supervisors was adjourned until October 16, 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: _____

For Searching Reference Only: Page 10 of 10 (10/2/23)

President's Initials: _____

Date Signed: _____

For Searching Reference Only: Page 10 of 10 (10/2/23)