

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

REGULAR MEETING OF NOVEMBER 20, 2023  
Adjourned from a meeting conducted November 6, 2023

BE IT REMEMBERED that the regular meeting of the Board of Supervisors of Madison County, Mississippi was duly reconvened, held and conducted on November 20, 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. Darion Warren 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 November 6, 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 November 6, 2023,

Mr. Baxter did offer and Ms. Jones did second a motion to approve the minutes of November 6, 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	Absent

the matter carried by the unanimous vote of those present and the minutes of November 6, 2023 were and are hereby approved.

SO ORDERED this the 20<sup>th</sup> day of November, 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:** \_\_\_\_\_

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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:

2. **HR - Approve Personnel Matters (Attached as Exhibit A)**
3. **B&G - Approve Annual Service Agreement Renewal for Johnson Controls Inc. Fire Alarm Inspection - Madison Co. Detention (Attached as Exhibit B)**
4. **B&G - Approve Generator Preventative Maintenance Contract Renewal (Attached as Exhibit C)**
5. **CA - Approve Proclamation to Observe Thanksgiving Day, Christmas Day, and New Years Day Holiday**
6. **CA - Approve Change Order for Madison County Multipurpose Building - Peoples Construction Corporation (Attached as Exhibit D)**
7. **CA - Approve Related Expenses for Casey Brannon / 2023 MAS New Term Orientation / December 6-7, 2023 / Flowood, MS**
8. **CA - Acknowledge Letter from State of Mississippi Office of the State Auditor**
9. **CA Acknowledge Letter from State of Mississippi Office of the State Auditor -**
10. **ChClrk - Approve Payment for Special Master & Attorneys (Attached as Exhibit E)**
11. **COMP - Approve Poll Workers for General Election and Authorize Payment (Attached as Exhibit F)**
12. **COMP - Approve Lost Rabbit URD FY 2022 Payment**
13. **COMP - Approve Transfer of Funds for Galleria TIF**
14. **IT - Approve IBM Software Transfer for Chancery AS/400 System and Authorize Payment (Attached as Exhibit G)**
15. **EMA - Approve Address Reassignments - Chantry Lane**
16. **ENG - Approve Comcast Cable Utility Permit - Yandell Road**
17. **Fire Service - Acknowledge Certification of Contract Compliance for County Fire Protection Districts and Authorize Payment**
18. **PC - Approve Service Agreement with Shred-it and Authorize Board President to execute. (Attached as Exhibit H)**
19. **PC - Approve November 2023 Procurement Card Reconciliation and Authorize Payment Thereof**
20. **PC - Approve November 2023 Travel Card Reconciliation and Authorize Payment Thereof**
21. **TA - Approve 2023 Real Property Decreases**
22. **YouthCrt - Approve Allvest Information Services d/b/a Vant4ge Point Annual**

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

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**Subscription and Authorize Payment (Attached as Exhibit I)**

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	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 20<sup>th</sup> day of November, 2023.

***In re: Approval of Resolution Recognizing Reverend Dr. Danny Hollins***

Mr. Banks did offer and Mr. Steen did second a motion to approve a Resolution to Recognize the Installation of Reverend Dr. Danny Hollins as Pastor of Cedar Grove Baptist Church in Flora, 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	Absent

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

SO ORDERED this the 20<sup>th</sup> day of November, 2023.

***In re: Approval of Final Acceptance - Highway 22 at King Ranch Road Intersection Improvements***

At the request and recommendation of County Engineer Tim Bryan, Mr. Banks did offer and Mr. Steen did second a motion to approve the Final Acceptance of the Highway 22 at King Ranch Road Intersection Improvements Project, and authorize Board President to execute the letter to Hemphill Construction, 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 <sup>1</sup>

the matter carried unanimously and said final acceptance was and is hereby approved, and Board President was and is hereby authorized.

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<sup>1</sup>Mr. Griffin arrived prior to the call of this motion.

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

SO ORDERED this the 20<sup>th</sup> day of November, 2023.

***In re: Approval of Contract***

At the request of County Administrator Greg Higginbotham, Mr. Steen did offer and Ms. Jones did second a motion to approve the Contract for Professional Services of Bridgers, Goodman, Baird & Clarke, PLLC, attached as **Exhibit L**, 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
Supervisor Paul Griffin	Aye

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

SO ORDERED this the 20<sup>th</sup> day of November, 2023.

***In re: Approval of Contract Documents - East Semmes Street Project***

At the request and recommendation of County Administrator Greg Higginbotham, Mr. Banks did offer and Mr. Griffin did second a motion to approve the contract documents related to the EWPP Project - East Semmes Street, and authorize the Board President to execute the same.

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 contract documents were and are hereby approved and the Board President was and is hereby authorized.

SO ORDERED this the 20<sup>th</sup> day of November, 2023.

***In re: Approve Travel and Related Expenses***

Mr. Banks did offer and Mr. Steen did second a motion to approve travel and related expenses for Supervisors, Chancery Clerk, Board Attorney, County Administrator, County Engineer, Comptroller, and Road Manager to attend MAS Annual Mid-Winter Legislative Conference, January 23 - 25, 2024 in Flowood, MS. 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.

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

SO ORDERED this the 20<sup>th</sup> day of November, 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 M**. 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 20<sup>th</sup> day of November, 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. Banks did offer and Mr. Griffin did second a motion to approve the following:

- (1) General Claims Docket - November 17 & 18, 2023
- (2) Payroll Docket 1 - November 8, 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	644 to 766, 773	104	584,216.89
015	7 to 8	2	197,654.94
030	7 to 7	1	1,055.00
097	18 to 21	4	4,108.37
105	13 to 14	2	15,949.36
109	1 to 1	1	8,364.86
115	19 to 19	1	25.00
150	79 to 118	40	241,351.48
151	2 to 3	2	40,157.42
160	11 to 14	4	35,219.08
170	1 to 1	1	6,504.80
185	6 to 6	1	4,250.00
187	1 to 1	1	31.44
190	10 to 11	2	761.96
191	18 to 18	1	1,856.25
194	10 to 10	1	298.68
226	7 to 8	2	6,175.00
340	2 to 2	1	259,577.05
	TOTAL ALL FUNDS	171	1,407,557.58

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

SO ORDERED this the 20<sup>th</sup> day of November, 2023.

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

At the request and recommendation of Comptroller Na'Son White, Mr. Banks did offer and Ms. Jones did second a motion to approve the Planning and Zoning Commission per diem for November 2023, attached as **Exhibit N**. 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>2</sup>

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

SO ORDERED this the 20<sup>th</sup> day of November, 2023.

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

At the request and recommendation of Comptroller Na'Son White, Mr. Griffin did offer and Mr. Baxter did second a motion to approve a supplemental claims dockets dated November 16, 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>3</sup>
Supervisor Karl Banks	Aye

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<sup>2</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>3</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 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 20<sup>th</sup> day of November, 2023.

***In re: Approval of Fail Case Fees to Constables***

At the request and recommendation of Comptroller Na'Son White, Mr. Banks did offer and Mr. Baxter did second a motion to approve payment of fail case fees to Madison County Constables in accordance with MS Code 25-7-27. 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 fail case fees were and are hereby approved and Board President was and is hereby authorized.

SO ORDERED this the 20<sup>th</sup> day of November, 2023.

***In re: Approval of Clerk of the Board Report***

At the request and recommendation of Comptroller Na'Son White, Mr. Banks did offer and Mr. Steen did second a motion to approve the Clerk of the Board Report for the month of October 2023, 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 approved.

SO ORDERED this the 20<sup>th</sup> day of November, 2023.

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

At the request of Sheriff Randy Tucker, Ms. Jones did offer and Mr. Steen did second a motion to acknowledge receipt of MDOC invoices for September 2023 in the amount of \$2,660.54, 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

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

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 20<sup>th</sup> day of November, 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.

Following discussion and pursuant to the terms of Miss. Code Ann. § 25-41-7, as amended, Mr. Baxter did offer and Mr. Banks 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, 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, Andy Clark, Esq., 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 unanimously and the Board took up the matter of entering into Executive Session.

SO ORDERED this the 20<sup>th</sup> day of November, 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. Baxter did offer and Mr. Griffin did second a motion to enter into Executive Session to discuss litigation. 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 Ronny Lott announced to the public the purpose for the Executive Session.

SO ORDERED this the 20<sup>th</sup> day of November, 2023.

During Executive Session, Mr. Banks did offer and Mr. Baxter did second a motion to approve and

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authorize payment of a sum certain to Matthew Gilmer in connection with litigation concerning quick take litigation of two (2) parcels related to the Catlett Road Project. The vote on the matter being as follows:

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

the matter carried by a majority vote of the Board (3-2) and said payment was and is hereby approved and authorized.

SO ORDERED this the 20<sup>th</sup> day of November, 2023.

Thereafter, Mr. Banks did offer and Mr. Steen 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 20<sup>th</sup> day of November, 2023.

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 November 20, 2023 meeting of the Board of Supervisors was adjourned until December 4, 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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**Date Signed:** \_\_\_\_\_