

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

REGULAR MEETING OF October 7, 2024
Being the first day of the October 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 October 7, 2024 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 Casey Brannon
Supervisor Trey Baxter
Supervisor Karl Banks
Supervisor Gerald Steen
Supervisor Paul Griffin
Chancery Clerk Ronny Lott
Chief Deputy Sheriff Jeremy Williams

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. Gerald Steen 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 16 & September 30, 2024

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 16 & September 30, 2024,

Mr. Banks did offer and Mr. Steen did second a motion to approve the minutes of September 16 & September 30, 2024 , as presented and authorize the Board President to execute same. The vote on the matter being as follows:

Supervisor Casey Brannon	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 16 & September 30, 2024 were and are hereby approved.

SO ORDERED this the 7th day of October, 2024.

President's Initials: _____

Date Signed: _____

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In re: Authorization of Road Department

Following discussion, Mr. Griffin did offer and Mr. Brannon did second a motion to authorize the Road Department to spend up to \$10,000.00 to upgrade Shady Acres Lane for the benefit of the public to the eastern boundary of parcel number 082G-36C-010/3.00. The vote on the matter being as follows:

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

the matter carried unanimously and the Road Department was and is hereby authorized.

SO ORDERED this the 7th day of October, 2024.

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

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

5. **HR - Approve Personnel Matters (Attached as Exhibit A)**
6. **B&G - Approve Use of Courthouse Grounds – Bancroft**
7. **CA - Approve Ragsdale Solar, LLC Fee-In-Lieu of Ad Valorem Tax Agreement and Authorize Board President to Execute**
8. **CA - Approve Agreement with Dean Architecture for South Madison County Tax Building and Authorize Board President to Execute**
9. **CA - Acknowledge CMPDD Budget for Work Program 2024-2025**
10. **ChClrk - Approve Memorandum of Understanding Services Agreement with Charlton Consulting Group, LLC and Madison County, MS and Authorize Board President to Execute**
11. **CA - Authorize Board President to Execute CDBG Signatory Letter**
12. **CA - Approve Amendment to Contract with TASC for COBRA Administration**
13. **ChClrk - Approve 16th Section Land Leases**
14. **ChClrk - Acknowledge 2023 Recapitulation of Assessments of Real and Personal Property**
15. **ChClrk - Acknowledge 2024 Recapitulation of Assessments of Real and Personal Property**
16. **ChClrk - Acknowledge DOR Approval of One Mill Levy 2023**
17. **ChClrk - Acknowledge DOR Approval of One Mill Levy 2024**
18. **ChCrt - Approve Reimbursement Request - Court Reporter Sherry Purvis**

President's Initials: _____

Date Signed: _____

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19. **CirCrt - Acknowledge Court Order Establishing Court Terms for 2025
(Attached as Exhibit B)**
20. **COMP - Approve Flexible Spending Plan - FY 2025**
21. **COMP - Approve Constable Report - October 2024**
22. **COMP - Declare Property as Surplus and Authorize Disposal**
23. **COMP - Approve Employees as Poll Workers for General Election and Authorize
Payment**
24. **ElecComm - Approve Election Services Agreement with Election Systems &
Software, LLC and Madison County and Authorize Board President to Execute
(Attached as Exhibit C)**
25. **EMA - Approve Travel and Related Expenses for 2024 MCDEMA Mid-Winter
Emergency Management Conference / Albert Jones & Larmey Travis / Biloxi, MS /
November 19-21, 2024**
26. **ENG - Approve AT&T Utility Permit - Loring Road**
27. **ENG - Approve Comcast Utility Permit - Catlett Road**
28. **ENG - Approve Comcast Utility Permit - Robinson Springs Road**
29. **ENG - Approve Telepak Networks, Inc. / cSpire Utility Permit - East Button Wook
Lane**
30. **IT - Approve Renewal of Annual IBM Hardware and Software Support for Chancery
and Sheriff Department AS/400 Systems and Authorize Payment
(Attached as Exhibit D)**
31. **IT - Approve NWN Carousel Quarterly Hardware Support for Avaya and Authorize
Payment (Attached as Exhibit E)**
32. **PC - Approve Declaration of Sole Source with Deviney Rental & Supply and
Authorize Purchase - Road Department**
33. **PC - Approve Purchase of Incentive Cards for Amazon - Juvenile Drug Court**
34. **PC - Approve Purchase of Tractors - Road Department**
35. **RD - Approve September 2024 Closed Call Analysis**
36. **RD - Approve September 2024 Monthly Report**
37. **RD - Approve October 2024 Culvert Requests**
38. **RD - Approve October 2024 Service Call Schedule**
39. **TA - Approve 2024 Real Property Decreases**
40. **TA - Approve 2024 Amended Homesteads**
41. **TA - Approve 2024 Personal Property Increase – Signed**

President's Initials: _____

Date Signed: _____

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- 42. **TA - Approve 2024 Personal Property Decreases**
- 43. **TC - Approve 2023 Tax Sale Voids (Attached as Exhibit F)**
- 44. **TC - Approve Registration for Collector of Revenue II and Authorize Payment - C.J. Garavelli**
- 45. **TC - Approve Registration for Collector of Revenue II and Authorize Payment - Kristin Austin**
- 46. **TC - Approve Registration for Collector of Revenue II and Authorize Payment - Patricia Randle**
- 47. **TC - Approve Registration for Collector of Revenue II and Authorize Payment - Lillie Jobe**
- 48. **TC - Approve Reimbursement Request - Sonia Ballard**

The vote on the matter being as follows:

Supervisor Casey Brannon	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 7th day of October, 2024.

In re: Appointment to Camden Fire District Board

Mr. Griffin did offer an Mr. Banks did second a motion to appoint Fredia Brown to the Camden Fire District Board. The vote on the matter being as follows:

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

the matter carried unanimously and Fredia Brown was and is hereby appointed.

SO ORDERED this the 7th day of October, 2024.

In re: Approval of Task Order # 12

At the request and recommendation of County Engineer Tim Bryan, Mr. Griffin did offer and Mr. Banks did second a motion to approve Task Order # 12 with Integrated Right of Way, LLC, attached as **Exhibit G**, for the right of way acquisition services for the Loring Road Bridge Replacement Project for a fee not to exceed \$14,950.00 and authorize Board President to execute the same. The vote on the matter being as follows:

Supervisor Casey Brannon	Aye
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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 Task Order # 12 was and is hereby approved and Board President was and is hereby authorized.

SO ORDERED this the 7th day of October, 2024.

In re: Authorization of County Engineer

At the request and recommendation of County Engineer Tim Bryan, Mr. Griffin did offer and Mr. Banks did second a motion to authorize County Engineer to be listed as contact for Madison County and Jennifer Ziegler with Neel-Schaffer to be listed as the county’s agent on the U.S. Army Corp. of Engineer’s form to be submitted with the application for the Yandell Road Improvements Project. The vote on the matter being as follows:

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

the matter carried unanimously and County Engineer and Jennifer Ziegler were and are hereby authorized.

SO ORDERED this the 7th day of October, 2024.

In re: Acknowledgment of Letter

At the request and recommendation of County Engineer Tim Bryan, Mr. Griffin did offer and Mr. Banks did second a motion to acknowledge a letter from State Aid to close the bridge site on Rocky Hill Road, found in the Miscellaneous Appendix to these Minutes. The vote on the matter being as follows:

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

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

SO ORDERED this the 7th day of October, 2024.

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 construction of a new bridge to replace the current bridge on Rocky Hill Road over Rambo Creek. The vote on the matter being as follows:

Supervisor Casey Brannon	Aye
Supervisor Trey Baxter	Aye

President’s Initials: _____

Date Signed: _____

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 7th day of October, 2024.

In re: Authorization to Advertise

At the request and recommendation of County Engineer Tim Bryan, Mr. Brannon did offer and Mr. Steen did second a motion to authorize advertising for construction of a traffic signal at Reunion Parkway at Parkway East. The vote on the matter being as follows:

Supervisor Casey Brannon	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 7th day of October, 2024.

In re: Acknowledge Planning and Zoning Commission Minutes

At the request of Zoning Administrator Scott Weeks, Mr. Griffin did offer and Mr. Steen did second a motion to acknowledge the Planning and Zoning Commission draft minutes of September 12, 2024. The vote on the matter being as follows:

Supervisor Casey Brannon	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 7th day of October, 2024.

In re: Approval of Zoning Matter - Application for Re-Zoning

At the request and recommendation of Zoning Administrator Scott Weeks, Mr. Griffin did offer and Mr. Banks did second a motion to approve the Application for Re-zoning of James Clay to re-zone a 3.26 acre parcel, bearing Parcel Number 094C-06B-006/01 located at the northeast corner of Highway 43 and Sharon Road from C-2 Commercial District to an A-1 Agricultural District. The vote on the matter being as follows:

Supervisor Casey Brannon	Aye
Supervisor Trey Baxter	Aye

President's Initials: _____

Date Signed: _____

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

the matter carried unanimously and said re-zoning was and is hereby approved.

SO ORDERED this the 7th day of October, 2024.

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

At the request and recommendation of Zoning Administrator Scott Weeks, Mr. Banks did offer and Mr. Steen did second a motion to approve the Application for Re-zoning of LLB Farms, LLC to re-zone a 60 acre parcel, bearing Parcel Numbers 092E-21-002/01.00 and 092E-21-002/04.00 located on Virililia Road from A-1 Agricultural District to I-2 District. The vote on the matter being as follows:

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

the matter carried unanimously and said re-zoning was and is hereby approved.

SO ORDERED this the 7th day of October, 2024.

***In re: Approval of Zoning Matter -
Zoning Violation***

At the request and recommendation of Zoning Administrator Scott Weeks, Mr. Banks did offer and Mr. Griffin did second a motion to declare the property at 246 Hawkins Thompson Lane owned by Charles Bennett to be in a state of uncleanliness due to failure to bring said property into compliance despite the property owner being given five weeks to do so, and authorize the Road Department to clean the said property. The vote on the matter being as follows:

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

the matter carried unanimously and Road Department was and is hereby authorized.

SO ORDERED this the 7th day of October, 2024.

***In re: Approval of Zoning Matter -
Preliminary Plat***

At the request and recommendation of Zoning Administrator Scott Weeks, Mr. Baxter did offer and Mr. Banks did second a motion to approve the Preliminary Plat of Millbridge of Caroline The vote on the matter being as follows:

President's Initials: _____

Date Signed: _____

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

the matter carried unanimously and said preliminary plat was and is hereby approved.

SO ORDERED this the 7th day of October, 2024.

In re: Approval of Budget Amendments

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, attached as **Exhibit H**. The vote on the matter being as follows:

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

the matter carried unanimously and said budget amendments were and are hereby approved.

SO ORDERED this the 7th day of October, 2024.

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. Banks did offer and Mr. Steen 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:

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

the matter carried unanimously, 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 7th day of October, 2024.

President's Initials: _____

Date Signed: _____

In re: Approval of Claims of Fleetcor Technologies

At the request and recommendation of Comptroller Na'Son White, Mr. Baxter did offer and Mr. Brannon did second a motion to approve a supplemental claims docket dated October 4, 2024 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 Casey Brannon	Aye
Supervisor Trey Baxter	Aye
Supervisor Gerald Steen	Recused ¹
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 7th day of October, 2024.

In re: Acknowledgment of MDOC Invoices

At the request of Sheriff Randy Tucker, Mr. Banks did offer and Mr. Steen did second a motion to acknowledge receipt of MDOC invoices for July 2024 in the amount of \$3,287.80, 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 Casey Brannon	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 7th day of October, 2024.

In re: Acknowledgment of Inmate Meal Report

At the request of Sheriff Randy Tucker, Mr. Banks did offer and Mr. Steen did second a motion to acknowledge the inmate meal report for September 2024, found in the Miscellaneous Appendix to these Minutes. The vote on the matter being as follows:

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

¹Prior 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.

President's Initials: _____

Date Signed: _____

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

SO ORDERED this the 7th day of October, 2024.

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 October 7, 2024 meeting of the Board of Supervisors was adjourned until October 21, 2024 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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President's Initials: _____
Date Signed: _____

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