

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

REGULAR MEETING OF December 16, 2024  
Adjourned from a meeting conducted December 2, 2024

BE IT REMEMBERED that the regular meeting of the Board of Supervisors of Madison County, Mississippi was duly convened, held and conducted on December 16, 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. 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 December 2, 2024***

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 December 2, 2024,

Mr. Griffin did offer and Mr. Steen did second a motion to approve the minutes of December 2, 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	Absent
Supervisor Paul Griffin	Aye

the matter carried by the unanimous vote of those present and the minutes of December 2, 2024 were and are hereby approved.

SO ORDERED this the 16<sup>th</sup> day of December, 2024.

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

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

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***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. Steen did offer and Mr. Griffin 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 - Madison County Soil & Water**
5. **B&G - Approve Proposed Change Order #5 - 22-027B Softball Complex - Sulphur Springs Park - England Enterprises, Inc.**
6. **B&G - Acknowledge MDEQ Grant Agreement for SWC631 and Authorize Board President to Execute**
7. **CA - Accept Resignation of John Pittman from PRVWSD Board of Directors**
8. **CA - Approve Travel and Related Expenses for the Mississippi Justice Court Clerks Convention / Horn, Taylor & Hollins / Tunica, MS / February 11-14, 2025**
9. **ChClrk - Approve Payment for Special Master & Attorneys (Attached as Exhibit B)**
10. **ChClrk - Approve Cancellation of Homestead Chargeback (Attached as Exhibit C)**
11. **ChClrk - Approve 16th Section Land Leases**
12. **COMP - Approve MegaSite Alliance Fire Protection District Per Diem and Authorize Payment**
13. **COMP - Approve Fail Case Fee Payments in accordance with MS Code 25-7-27-Justice Court**
14. **COMP - Declare Property as Surplus and Authorize Disposal**
15. **COMP - Acknowledge Solid Waste Report**
16. **COMP - Approve Clerk of the Board - October 2024**
17. **COMP - Approve Transfer of Funds for Galleria TIF**
18. **ENG - Approve Comcast Utility Permit - Giles Drive**
19. **IT - Approve Renewal of Digitech Scanning Software and Authorize Payment**
20. **PC - Approve December 2024 Procurement Card Reconciliation and Authorize Payment Thereof**
21. **PC - Approve December 2024 Travel Card Reconciliation and Authorize Payment Thereof**
22. **SO - Authorization for Purchase of Firearm for \$10 - MCA 45-9-131 (Attached as Exhibit D)**
23. **TA - Approve Corrected Statement for 2024 Year**

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

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

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- 24. TA - Approve 2024 Real Property Decreases
- 25. TA - Approve 2024 Real Property Increases - Unsigned Public Hearing
- 26. TA - Approve 2024 Homestead Deletions
- 27. TA - Approve 2024 Amended Homesteads
- 28. TA - Approve 2024 Personal Property Increase – Signed
- 29. TC - Approve Reimbursement Request - C.J. Garavelli
- 30. TC - Approve Reimbursement Request - C.J. Garavelli

The vote on the matter being as follows:

Supervisor Casey Brannon	Aye
Supervisor Trey Baxter	Aye
Supervisor Gerald Steen	Aye
Supervisor Karl Banks	Absent
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 16<sup>th</sup> day of December, 2024.

***In re: Discussion of Roads***

Following discussion, Mr. Griffin did offer and Mr. Steen did second a motion to remove the bond money allotted for Rocky Hill Road and approve the use of said funds for Cauthen Road. 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 funds were and are hereby approved.

SO ORDERED this the 16<sup>th</sup> day of December, 2024.

Thereafter, Mr. Griffin did offer and Mr. Banks did second a motion to take the remaining bond money allotted for roads within District 5 and approve the use of said funds for Cauthen Road, with the exception of funds for Way Road Extension. 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 funds were and are hereby approved.

SO ORDERED this the 16<sup>th</sup> day of December, 2024.

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

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

***In re: Approval of Storm Water Phase II Program  
Implementation Contract***

At the request and recommendation of County Engineer Tim Bryan, Mr. Banks did offer and Mr. Steen did second a motion to approve the contract of Allen Engineering and Science, Inc., found in the Miscellaneous Appendix to these Minutes, for the implementation of the 2025 Phase II Storm Water Program for Madison County for a fee not to exceed \$21,000.00 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 contract was and is hereby approved and Board President was and is hereby authorized.

SO ORDERED this the 16<sup>th</sup> day of December, 2024.

***In re: Approval of Final Plat - Glendale Farms, Part 2***

At the request and recommendation of County Engineer Tim Bryan, Mr. Griffin did offer and Mr. Banks did second a motion to approve the final plat of Glendale Farms, Part 2 consisting of 16.83 acres with 49 lots and accept letter of credit for final wearing surface. The vote on the matter being as follows:

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

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

SO ORDERED this the 16<sup>th</sup> day of December, 2024.

***In re: Approval of Zoning Matter -Application to Rezone***

At the request of Zoning Attorney Andy Clark, and after presentation of the Petition and Supplemental Submission in Support of Petition to Rezone and Reclassify a .94 acre tract of land by Steve Smith, Esq. on behalf of Hopper Holdings, LLC and Paul Hopper, Manager, Mr. Banks did offer and Mr. Griffin did second a motion to **(1)** correct the error in the zoning of this property from A-1 District to C-2 District, and **(2)** approve that certain petition of Hopper Holdings, LLC to rezone from A-1 District to C-2 District for property located at the intersection of Livingston Vernon Road and Highway 22, with certain zoning stipulations to be placed on the deed. 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

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

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

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the matter carried unanimously and said zoning error was and is hereby corrected and said Petition to Rezone was and is hereby approved.

SO ORDERED this the 16<sup>th</sup> day of December, 2024.

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

At the request of Zoning Attorney Andy Clark, Mr. Griffin did offer and Mr. Banks did second a motion to approve the Petition to Alter Plat of 7 Starr Lake filed by H.G. Morgan, III and Jacqueline I. Morgan to combine Lots 3 and 4 into one (1) lot. 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 petition to alter plat was and is hereby approved.

SO ORDERED this the 16<sup>th</sup> day of December, 2024.

***In re: Approval of Agreement with MDWFP***

At the request and recommendation of Board Attorney Mike Espy, Mr. Steen did offer and Mr. Brannon did second a motion to approve the Agreement between Madison County and Mississippi Department of Wildlife Fisheries and Parks, found in the Miscellaneous Appendix to these Minutes, for the approval of up to \$24,000.00 for the purchase of chairs and deer hunting blinds for the disabled in Madison County 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 agreement was and is hereby approved and Board President was and is hereby authorized.

SO ORDERED this the 16<sup>th</sup> day of December, 2024.

***In re: Acknowledgment of FY2023 Financial Statements***

At the request and recommendation of County Administrator Greg Higginbotham, Mr. Banks did offer and Mr. Steen did second a motion to acknowledge the FY 2023 Financial Statements for the year ended September 30, 2023, 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

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

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





to be paid relative to the primary claims docket:

Fund	Claim Nos.	No. of Claims	Amount
001	1456 1870	415	966,844.09
012	36 to 39	4	9,435.16
015	14 to 18	5	464,974.33
030	9 to 10	2	2,949.00
095	4 to 4	1	23,016.31
097	21 to 26	6	12,629.42
104	9 to 9	1	1.47
105	21 to 23	3	11,546.14
115	37 to 41	5	5,802.74
125	5 to 6	2	3,293.01
137	4 to 4	1	10,323.02
150	112 to 136	25	165,005.87
151	19 to 23	5	54,232.07
160	12 to 16	5	9,362.05
170	10 to 10	1	5,000.00
172	5 to 5	1	95.51
185	14 to 15	2	254.55
186	16 to 18	3	753.51
187	13 to 13	1	38.79
190	19 to 20	2	152.24
191	32 to 34	3	922.96
194	23 to 24	2	556.16
226	15 to 15	1	1,375.00
331	6 to 6	1	4,837,065.00
345	3 to 3	1	4,481.69
347	2 to 2	1	406,154.63
348	10 to 10	1	21,575.52
351	10 to 11	2	522,791.75
655	2 to 2	1	129,848.50
664	2 to 2	1	550.00
672	2 to 2	1	1,289.00
675	2 to 2	1	9,780.00
680	2 to 2	1	500.00
681	37 to 37	1	302.45
690	2 to 2	1	26,235.21
691	2 to 2	1	39,242.21
697	6 to 6	1	444.85
698	6 to 6	1	341.01
699	6 to 6	1	15.87
TOTAL ALL FUNDS		513	7,749,181.09

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 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 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 16<sup>th</sup> day of December, 2024.

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

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

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**In re: Approval of Justice Court Wedding 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 Justice Court Wedding Report, 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	Recused <sup>1</sup>

the matter carried by the unanimous vote on those present and said wedding report was and is hereby approved.

SO ORDERED this the 16<sup>th</sup> day of December, 2024.

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

At the request and recommendation of Comptroller Na'Son White, Mr. Griffin did offer and Mr. Brannon did second a motion to approve a supplemental claims docket dated December 12, 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 <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 16<sup>th</sup> day of December, 2024.

**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. Steen did second a motion to approve the Planning and Zoning Commission per diem for December 12, 2024, attached as **Exhibit G**. The vote on the matter being as follows:

Supervisor Casey Brannon	Aye
Supervisor Trey Baxter	Aye

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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.

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

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

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

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

SO ORDERED this the 16<sup>th</sup> day of December, 2024.

***In re: Appointment to PRVWSD Board***

Mr. Steen did offer and Mr. Banks did second a motion to appoint Brandon White to the Pearl River Valley Water Supply District Board to replace John Pittman. 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 Mr. White was and is hereby appointed.

SO ORDERED this the 16<sup>th</sup> day of December, 2024.

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

At the request of Zoning Attorney Andy Clark, Mr. Griffin did offer and Mr. Banks did second a motion to authorize Sherry Hughes to place a mobile home on property zoned in a residential district located at 1127 Highway 16 due to medical hardship. 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 Ms. Hughes was and is hereby authorized.

SO ORDERED this the 16<sup>th</sup> day of December, 2024.

THERE BEING NO FURTHER BUSINESS to come before the Board of Supervisors of Madison County, Mississippi, upon motion duly made by Supervisor Steen and seconded by Supervisor Banks and approved by the unanimous vote of those present, the December 16, 2024 meeting of the Board of Supervisors was adjourned until January 6, 2025 at 9:00 a.m.

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Gerald Steen, President  
Madison County Board of Supervisors

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

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

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

ATTEST:

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

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

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

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

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

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