

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

REGULAR MEETING OF MAY 19, 2025  
Adjourned from a meeting conducted May 5, 2025

BE IT REMEMBERED that the regular meeting of the Board of Supervisors of Madison County, Mississippi was duly convened, held and conducted on May 19, 2025 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:	Absent:
Supervisor Trey Baxter	Supervisor Casey Brannon
Supervisor Gerald Steen	
Supervisor Karl Banks	
Supervisor Paul Griffin	
Chancery Clerk Ronny Lott	
Sheriff Randy Tucker	
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. Michael Spires 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 May 5, 2025***

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 May 5, 2025,

Mr. Steen did offer and Mr. Banks did second a motion to approve the minutes of May 5, 2025 as presented and authorize the Board President to execute same. The vote on the matter being as follows:

Supervisor Casey Brannon	Absent
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 minutes of May 5, 2025 were and are hereby approved.

SO ORDERED this the 19<sup>th</sup> day of May, 2025.

***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

**President's Initials:** \_\_\_\_\_  
**Date Signed:** \_\_\_\_\_  
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Mr. Banks did offer and Mr. Griffin did second a motion to take the following actions on the Consent Agenda:

2. **HR - Approve Personal Matters (Attached as Exhibit A)**
3. **HR - Approve Travel and Related Expenses for 2025 MS SHRM Conference / Phillips & Griffin / Biloxi, MS / September 8-10, 2025**
4. **B&G - Approve Use of Rogers Park – Ware**
5. **B&G - Approve Use of Rogers Park - Zeta Phi Beta Sorority**
6. **B&G - Approve Use of Rogers Park – Taylor**
7. **B&G - Approve Use of Courthouse Grounds – Thompsons**
8. **B&G - Approve MDEQ Agreement SW1493 Household Hazard Waste Disposal and Request for Payment and Authorize Board President to Execute Same**
9. **B&G - Approve Change Order #12 - 21-027B Softball Complex, Sulphur Springs Park - England Enterprises, Inc. (Attached as Exhibit B)**
10. **B&G - Approve Asbestos Survey Proposal for Madison County Historic Courthouse Reroof Project**
11. **CA - Approval of County Offices Closing for Federal and State Holiday- May 26, 2025**
12. **CA - Approve Travel and Related Expenses for MS Policy Conference / Supervisor Griffin, Supervisor Banks and Board Atty. Espy / Tunica, MS / August 7-10, 2025**
13. **CA - Approve Membership and Payment of Annual Dues for Mississippi Association of County Administrators and Comptrollers**
14. **CA - Approve Agreement for Asbestos Testing at Camden Community Center and Authorize Board President to Execute (Attached as Exhibit C)**
15. **CA - Approve Travel & Related Expenses for MJCJA Summer Convention / Judge Martina Griffin / Biloxi, MS / June 28 - July 3, 2025**
16. **ChClrk - Approve Payment for Special Master & Attorneys (Attached as Exhibit D)**
17. **ChClrk - Approve Payment for Special Master & Attorneys (Attached as Exhibit E)**
18. **ChClrk - Approve Cancellation of Homestead Chargebacks (Attached as Exhibit F)**
19. **ChCrt - Approve Circuit Court-Large Court BIS Digital Service and Support Renewal Contract and Authorize Payment (Attached as Exhibit G)**
20. **ChCrt - Acknowledge Court Order Amending Salary of Court Reporter - Sherry Purvis**
21. **CirCrt - Acknowledge Letter from AOC Trial Court Support Staff Job Descriptions & Salary**

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

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

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22. **CirCrt - Acknowledge Circuit Court Order for Compensation of Court Reporters - Debra Nester, Harvey Rayborn, and Molly Eaton**
23. **CirCrt - Acknowledge Circuit Court Order Setting Salary of Support Staff - Tracy Portwood, Natalie Kirby, Nikki Jones, Allie Fraser, Caylan Dunnells, and Sarah Butler**
24. **CirCrt - Acknowledge Circuit Court Order Authorizing Payment - Christopher McAlpin**
25. **COMP - Approve Payment Maintenance Agreement Renewal for Stenograph (Attached as Exhibit H)**
26. **COMP - Declare Property as Surplus and Authorize Disposal**
27. **COMP - Acknowledge Orders (Attached as Exhibit I)**
28. **EMA - Approve Travel and Related Expenses for 2025 MS Emergency Services Administrative Professionals Association / Robicheaux & Knight / Biloxi, MS / September 2-5, 2025**
29. **ENG - Approve Comcast Utility Permit - Baleigh Drive**
30. **ENG - Approve Comcast Utility Permit - Charleston Lane**
31. **ENG - Approve Comcast Utility Permit - Davis Road**
32. **ENG - Approve Comcast Utility Permit - Madisonville Drive**
33. **ENG - Request Renewal of Software from DLT Solutions and Authorize Payment (Attached as Exhibit J)**
34. **ENG - Approve Telepak Networks/D.B.A cSpire Utility Permit - Yandell Road**
35. **ElecComm- Approve Travel and Related Expenses for MS Policy Conference / Anthony Denton / Tunica, MS / August 7-10, 2025**
36. **Fire Service - Approve Change Order # FT1149 Fire Truck - US Fire Apparatus (Attached as Exhibit K)**
37. **Fire Service - Approve Change Order # FT1161 Fire Truck - US Fire Apparatus (Attached as Exhibit L)**
38. **Fire Services - Approve Travel and Related Expenses to Retrieve County Owned Fire Truck / Minor Norman**
39. **Fire Service - Approve Travel and Related Expenses for Mississippi Firefighters and Fire Chiefs Conference / Minor Norman / Vicksburg, MS / May 29 - June 1, 2025**
40. **IT - Approve Palo Alto Firewall and Internet Connection for District Attorney Office and Authorize Payment (Attached as Exhibit M)**
41. **IT - Approve Renewal of Verkada License for Camera at Roger Park and Authorize Payment (Attached as Exhibit N)**
42. **PC - Approve May 2025 Procurement Card Reconciliation and Authorize Payment Thereof**

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

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

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- 43. PC - Approve May 2025 Travel Card Reconciliation and Authorize Payment Thereof
- 44. PC - Approve Purchase from Amazon - Juvenile Drug Court
- 45. SO- Approve and Authorize Interlocal Agreement between Madison County Sheriff and Madison County School District
- 46. SO - Approve Travel and Registration for 2025 MS 911 Coordinators Association Conference / Wells & Whitaker
- 47. TA - Approve 2024 Real Property Decreases
- 48. TA - Approve 2024 Amended Homesteads
- 49. TA - Approve Request Refund for Tax Year 2022 & 2023
- 50. TA - Approve 2024 Real Property Increase – Signed
- 51. TA - Approve 2024 Personal Property Increases – Signed
- 52. TC - Approve Related Online Expenses for 2025 Continuing Education Program / Owens / June 24, 2025
- 53. TC- Approve Related Online Expenses for 2025 Continuing Education Program / Duvall / June 24, 2025
- 54. YouthCrt - Approve Renewal of Lyft Learning Contract for Software

The vote on the matter being as follows:

Supervisor Casey Brannon	Absent
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 19<sup>th</sup> day of May, 2025.

***In re: Appointment of Madison County Justice Court Clerk***

Mr. Griffin did offer and Mr. Banks did second a motion to appoint Sheila Taylor as Madison County Justice Court Clerk with an annual salary of \$85,000.00. Prior to call of the motion, Mr. Steen did offer a substitute motion to accept applications for the position of Madison County Justice Court Clerk.

Said substitute motion failed for lack of a second.

SO ORDERED this the 19<sup>th</sup> day of May, 2025.

Thereafter, Board President then called for a vote of the original motion made by Mr. Griffin and seconded by Mr. Banks to appoint Sheila Taylor as Madison County Justice Court Clerk with an

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annual salary of \$85,000.00. The vote on the matter being as follows:

Supervisor Casey Brannon	Absent
Supervisor Trey Baxter	Aye
Supervisor Gerald Steen	No
Supervisor Karl Banks	Aye
Supervisor Paul Griffin	Aye

the matter carried by a majority vote (3-1) of the Board and Sheila Taylor was and is hereby appointed.

SO ORDERED this the 19<sup>th</sup> day of May, 2025.

***In re: Approval of Request for Property Tax  
Exemption - Shepherd Family Cemetery***

Mr. Banks did offer and Mr. Griffin did second a motion to approve the request of Shepherd Family Cemetery for property tax exemption for the year beginning January 1, 2025 for property located at 176 Crawford Road bearing Parcel Number 052A-11-04/06.04. The vote on the matter being as follows:

Supervisor Casey Brannon	Absent
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 request for property tax exemption was and is hereby approved.

SO ORDERED this the 19<sup>th</sup> day of May, 2025.

***In re: Approval to Increase Rate of Pay for  
Election Commission Attorney***

At the request of Election Commissioner Helen Carney, Mr. Steen did offer and Mr. Baxter did second a motion to acknowledge and approve the request to increase the hourly rate of pay for Election Commission Attorney Spence Flatgard from \$250.00 per hour to \$265.00 per hour. The vote on the matter being as follows:

Supervisor Casey Brannon	Absent
Supervisor Trey Baxter	Aye
Supervisor Gerald Steen	Aye
Supervisor Karl Banks	No
Supervisor Paul Griffin	Aye

the matter carried by a majority vote (3-1) of the Board and said increase in hourly rate of pay was and is hereby acknowledged and approved.

SO ORDERED this the 19<sup>th</sup> day of May, 2025.

**President’s Initials:**\_\_\_\_\_

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

***In re: Approval to Increase Rate of Pay for Board Attorney***

Mr. Griffin did offer and Mr. Banks did second a motion to increase the hourly rate of pay for Board Attorney Mike Espy to \$275.00 per hour. The vote on the matter being as follows:

Supervisor Casey Brannon	Absent
Supervisor Trey Baxter	No
Supervisor Gerald Steen	Aye
Supervisor Karl Banks	Aye
Supervisor Paul Griffin	Aye

the matter carried by a majority vote (3-1) of the Board and said increase in hourly rate of pay for Board Attorney was and is approved.

SO ORDERED this the 19<sup>th</sup> day of May, 2025.

***In re: Approval to Release Letter of Credit - The Shores, Phase 2A & 2B***

At the request and recommendation of County Engineer Tim Bryan, Mr. Steen did offer and Mr. Banks did second a motion to release the Letter of Credit for The Shores, Phases 2A and 2B for final wearing surface. The vote on the matter being as follows:

Supervisor Casey Brannon	Absent
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 Letter of Credit was and is hereby released.

SO ORDERED this the 19<sup>th</sup> day of May, 2025.

***In re: Approval to Award Bid***

At the request and recommendation of County Engineer Tim Bryan, Mr. Griffin did offer and Mr. Banks did second a motion to (1) approve and award the contract to Dickerson & Bowen, Inc. as the lowest bidder for the Loring Road Project in the amount of \$1,463,105.62, and (2) authorize Board President to execute said contract. The vote on the matter being as follows:

Supervisor Casey Brannon	Absent
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 contract was and is hereby approved and Board President was and is hereby authorized.

SO ORDERED this the 19<sup>th</sup> day of May, 2025.

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***In re: Approval of Board Order***

At the request and recommendation of County Engineer Tim Bryan, Mr. Griffin did offer and Mr. Banks did second a motion to approve the Board Order transferring \$1,711,900.00 in Madison County State Aid funds to the Loring Road Project, 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	Absent
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 Board Order was and is hereby approved and Board President was and is hereby authorized.

SO ORDERED this the 19<sup>th</sup> day of May, 2025.

***In re: Approval of Resolution of Intent***

At the request and recommendation of Board Attorney Mike Espy, Mr. Steen did offer and Mr. Banks did second a motion to approve a Resolution of Intent to Approve the Real and Personal Property Ad Valorem Tax Exemption for Joint Venture 2024, LLC, attached as **Exhibit O**, and authorize Board President to execute the same. The vote on the matter being as follows:

Supervisor Casey Brannon	Absent
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 Resolution was and is hereby approved and Board President was and is hereby authorized.

SO ORDERED this the 19<sup>th</sup> day of May, 2025.

***In re: Acknowledgment of Letter from Southwest Madison Fire Protection District***

Mr. Steen did offer and Mr. Banks did second a motion to acknowledge the letter and approve the request of Southwest Madison Fire Protection District for a millage increase from 7.62 mills to 11.62 mills in order to fund full time staffing for the district, with said millage increase to be effective October 1, 2025. The vote on the matter being as follows:

Supervisor Casey Brannon	Absent
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 letter was and is hereby acknowledged and said millage increase was and is hereby approved.

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**Date Signed:** \_\_\_\_\_  
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SO ORDERED this the 19<sup>th</sup> day of May, 2025.

***In re: Acknowledgment of Letters from Lake Lorman  
HOA & Lake Cavalier HOA***

Mr. Steen did offer and Mr. Griffin did second a motion to acknowledge the letters from Lake Lorman HOA and Lake Cavalier HOA in support of the proposed millage increase within the Southwest Madison Fire Protection District, copies of which are found in the Miscellaneous Appendix to these Minutes. The vote on the matter being as follows:

Supervisor Casey Brannon	Absent
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 letters were and are hereby acknowledged.

SO ORDERED this the 19<sup>th</sup> day of May, 2025.

***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 P**. The vote on the matter being as follows:

Supervisor Casey Brannon	Absent
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 19<sup>th</sup> day of May, 2025.

***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
- (2) Payroll Docket 1 - May 7, 2025

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:

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Date Signed: \_\_\_\_\_  
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Fund	Claim Nos.	No. of Claims	Amount
001	3052 to 3146	95	463,699.76
012	110 to 110	1	638.76
015	54 to 56	3	240,187.98
030	29 to 30	2	2,554.00
097	69 to 70	2	660.00
113	6 to 6	1	35,425.00
115	126 to 130	5	79,062.32
150	388 to 406	19	18,054.86
151	57 to 59	3	67,115.02
160	46 to 46	1	68,925.00
185	56 to 57	2	4,380.90
186	50 to 51	2	1,938.88
191	105 to 109	5	15,191.75
226	35 to 35	1	875.00
351	57 to 59	3	298,736.62
352	11 to 18	8	314,981.08
TOTAL ALL FUNDS		153	1,612,426.93

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	Absent
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 19<sup>th</sup> day of May, 2025.

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

At the request and recommendation of Comptroller Na’Son White, Mr. Griffin did offer and Mr. Banks did second a motion to approve a supplemental claims docket dated May 15, 2025 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	Absent
Supervisor Trey Baxter	Aye
Supervisor Gerald Steen	Recused <sup>1</sup>
Supervisor Karl Banks	Aye
Supervisor Paul Griffin	Aye

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<sup>1</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.

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 19<sup>th</sup> day of May, 2025.

***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 May 15, 2025, attached as **Exhibit P**. The vote on the matter being as follows:

Supervisor Casey Brannon	Absent
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 19<sup>th</sup> day of May, 2025.

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 May 19, 2025 meeting of the Board of Supervisors was adjourned until June 2, 2025 at 9:00 a.m.

\_\_\_\_\_  
Gerald Steen, President  
Madison County Board of Supervisors

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

ATTEST:

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

\_\_\_\_\_  
<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.

**President’s Initials:** \_\_\_\_\_  
**Date Signed:** \_\_\_\_\_

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

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