

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

REGULAR MEETING OF October 6, 2025
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 6, 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 Casey Brannon	Supervisor Paul Griffin
Supervisor Trey Baxter	
Supervisor Karl Banks	
Supervisor Gerald Steen	
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. 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 15, 2025 &
September 30, 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 September 15, 2025 and September 30, 2025,

Mr. Banks did offer and Mr. Brannon did second a motion to approve the minutes of September 15, 2025 and September 30, 2025 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	Absent

the matter carried by the unanimous vote of those present and the minutes of September 15, 2025 and September 30, 2025 were and are hereby approved.

SO ORDERED this the 6th day of October, 2025.

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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. Banks did second a motion to take the following actions on the Consent Agenda:

3. **HR - Approve Personal Matters (Attached as Exhibit A)**
4. **B&G - Approve Payment Application #1 for Madison County Courthouse ReRoof - Belinda Stewart Architects, P.A.**
5. **CA - Approve Application and Certification for Payment # 14 for 21027B Sulphur Springs Park Softball Facility - JH&H Architects**
6. **ChClrk - Approve Payment for Special Master & Attorneys (Attached as Exhibit B)**
7. **ChClrk - Approve Payment for Special Master & Attorneys (Attached as Exhibit C)**
8. **ChClrk - Acknowledge DOR Approval of One Mill Levy 2025**
9. **CirCrt - Acknowledge Circuit Court Order Authorizing Payment - Harvey J. Rayborn (Attached as Exhibit D)**
10. **COMP - Approve Constable Report - September 2025**
11. **COMP - Approve Flexible Spending Plan - FY 2026**
12. **COMP - Approve Renaissance III & IV TIF payment 2025 to the City of Ridgeland**
13. **ENG - Approve Comcast Utility Permit - Azure Drive**
14. **ENG - Approve Comcast Utility Permit - Katherine Pointe Drive**
15. **ENG - Approve Comcast Utility Permit - Robinson Road**
16. **ENG - Approve Comcast Utility Permit - Southern Oak Way**
17. **ENG - Approve Comcast Utility Permit - Sweetbriar Drive**
18. **ENG - Approve Comcast Utility Permit - Westlake Circle**
19. **ENG - Approve Request for Payment - Bozeman Road Phase 2 LPA - Parcel 008-00-00 / Charles David Lack**
20. **Fire Service - Approve Reimbursement Request - Minor Norman**
21. **PC - Approve Purchase of Items from Amazon - County Court**
22. **PC - Approve Purchase of Items from Amazon - County Court**
23. **PC - Approve Purchase of Items from Amazon - County Court**
24. **RD - Approve Closed Call Analysis September 2025**
25. **RD - Approve Monthly Report September 2025**

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Date Signed:_____

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- 26. RD - Approve Culvert Requests October 2025
- 27. RD - Approve Service Call Schedule October 2025
- 28. SO - Approve Leads Online Maintenance Contract Renewal and Authorize Payment (Attached as Exhibit E)
- 29. TA - Approve 2025 Amended Homesteads
- 30. TA - Approve Just Appraised License Renewal and Authorize Payment (Attached as Exhibit F)
- 31. TC - Approve Registration for Collector of Revenue II Education Program / Blakely, Crist, Kuyrkendall, Owens, Warren, McNair, Joubert, and Thompson and Authorize Payment
- 32. TC - Approve 2024 Year End Reporting of Delinquent Taxes

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	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 6th day of October, 2025.

In re: Approval of Polling Lease Agreement

At the request of Election Commissioner Barbara Gross, Mr. Banks did offer and Mr. Baxter did second a motion to approve the Polling Lease Agreement, attached as **Exhibit G**, for a new voting precinct at WellSpring Church located at 418 Business Park Drive in Gluckstadt 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	Absent

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

SO ORDERED this the 6th day of October, 2025.

In re: Approval of Request for Property Tax Exemption - Wellspring Methodist Church

Mr. Brannon did offer and Mr. Banks did second a motion to (1) approve the request of Wellspring Methodist Church for property tax exemption for the tax year beginning January 1,

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2025 for property bearing Parcel numbers 082E-21-024/00.00 and 082E-21-024/01.00, being Lot 5 of Gluckstadt Business Park and **(2)** approve property tax exemption for the tax year beginning January 1, 2026 for property bearing parcel number 082E-21-025/00.00, being Lot 6 of Gluckstadt Business Park. Prior to call of the motion, Mr. Steen did offer and Mr. Banks did second a substitute motion to **(1)** approve the request of Wellspring Methodist Church for property tax exemption for the tax year beginning January 1, 2026 for property bearing Parcel numbers 082E-21-024/00.00 and 082E-21-024/01.00, being Lot 5 of Gluckstadt Business Park and **(2)** approve property tax exemption for the tax year beginning January 1, 2026 for property bearing parcel number 082E-21-025/00.00, being Lot 6 of Gluckstadt Business Park. The vote on the matter being as follows:

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

the matter failed for lack of a majority vote.

Thereafter, Board President called for a vote on the original motion made by Mr. Brannon and seconded by Mr. Banks to **(1)** approve the request of Wellspring Methodist Church for property tax exemption for the tax year beginning January 1, 2025 for property bearing Parcel numbers 082E-21-024/00.00 and 082E-21-024/01.00, being Lot 5 of Gluckstadt Business Park and **(2)** approve property tax exemption for the tax year beginning January 1, 2026 for property bearing parcel number 082E-21-025/00.00, being Lot 6 of Gluckstadt Business Park. 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	Absent

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

SO ORDERED this the 6th day of October, 2025.

In re: Approval of Preliminary Plat - Charlton Place, Part 4

At the request and recommendation of County Engineer Tim Bryan, Mr. Banks did offer and Mr. Baxter did second a motion to approve the preliminary plat of Charlton Place, Part 4, consisting of 66.60 acres with 7 lots with no public infrastructure. 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	Absent

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

SO ORDERED this the 6th day of October, 2025.

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In re: Approval of Final Plat - Charlton Place, Part 4

At the request and recommendation of County Engineer Tim Bryan, Mr. Baxter did offer and Mr. Banks did second a motion to approve the final plat of Charlton Place, Part 4, consisting of 66.60 acres with 7 lots with no public infrastructure. 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	Absent

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

SO ORDERED this the 6th day of October, 2025.

In re: Authorization to Advertise - Cox Ferry Road & Spring Creek Road Resurfacing Project

At the request of County Engineer Tim Bryan, Mr. Banks did offer and Mr. Baxter did second a motion to authorize County Engineer to advertise for construction for the Cox Ferry Road and Spring Creek Road Resurfacing 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	Absent

the matter by the unanimous vote of those present and the County Engineer was and is hereby authorized.

SO ORDERED this the 6th day of October, 2025.

In re: Approval of Zoning Matter - Plat Amendment - Cedar Point Subdivision

At the request of Zoning Administrator Scott Weeks, Mr. Banks did offer and Mr. Baxter did second a motion to approve the plat amendment of Cedar Point Subdivision located on Cedar Hill 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	Absent

the matter by the unanimous vote of those present and said plat amendment was and is hereby approved.

SO ORDERED this the 6th day of October, 2025.

President’s Initials:_____

Date Signed:_____

In re: Approval of Zoning Matter - Set Public Hearing

At the request of Zoning Administrator Scott Weeks, Mr. Steen did offer and Mr. Banks did second a motion to set a public hearing for November 3, 2025 at 9:00 a.m. regarding MCEDA’s Application for Rezoning and Variance. 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	Absent

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

SO ORDERED this the 6th day of October, 2025.

In re: Authorization to Reject Bids

At the request of County Administrator Greg Higginbotham, Mr. Steen did offer and Mr. Banks did second a motion to reject all bids received for the Camden Community Center Project and authorize re-advertising for said 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	Absent

the matter carried by the unanimous vote of those present and said bids were and are hereby rejected and said re-advertising was and is hereby authorized.

SO ORDERED this the 6th day of October, 2025.

In re: Acknowledgment of Letter from Mannsdale Heritage Foundation

Mr. Baxter did offer and Mr. Brannon did second a motion to acknowledge the letter from Mannsdale Heritage Foundation regarding appointment of Mr. Carroll Patton to the Mannsdale Livingston Heritage Preservation District Commission, 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 ¹

the matter carried unanimously and said bids were and are hereby rejected and said re-advertising was and is hereby authorized.

¹Mr. Griffin arrived prior to the vote of this matter.

SO ORDERED this the 6th day of October, 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 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 and interfund cash transfers were and are hereby approved.

SO ORDERED this the 6th day of October, 2025.

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. Brannon 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	2 to 4, 6 to 57	55	453,505.17
012	2 to 2	1	106.16
015	1 to 1	1	58,340.99
097	1 to 1	1	4,856.00
103	1 to 1	1	2,307.69
105	1 to 1	1	600.00
115	2 to 3	2	7,472.73
150	2 to 13	12	11,658.35
151	1 to 2	2	11,738.00
190	1 to 1	1	53.08
191	2 to 3	2	383.56
226	1 to 9	9	4,055,030.00
352	1 to 1	1	2,500.26
TOTAL ALL FUNDS		89	4,608,551.99

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

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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 6th day of October, 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. Brannon did second a motion to approve a supplemental claims docket dated October 2, 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	Aye
Supervisor Trey Baxter	Aye
Supervisor Gerald Steen	Recused ²
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 6th day of October, 2025.

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 2025, 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 report was and is hereby acknowledged.

SO ORDERED this the 6th day of October, 2025.

In re: Appointment of Receiving Clerk

At the request of County Administrator Greg Higginbotham, Mr. Banks did offer and Mr. Griffin did second a motion to appoint Alicia Louisville as receiving clerk for Madison County Youth

²Prior 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.

Services. 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 Alicia Louisville was and is hereby appointed.

SO ORDERED this the 6th day of October, 2025.

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 potential litigation, personnel matters, and right of way acquisition,

Following discussion and pursuant to the terms of Miss. Code Ann. § 25-41-7, as amended, Mr. Banks did offer and Mr. Steen 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 potential litigation, personnel matters, and right of way acquisition, 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, Board Attorney Mike Espy, Comptroller Na’Son White, County Engineer Tim Bryan, Zoning Attorney Andy Clark, Caleb Koonce, and Sheriff Randy Tucker. 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 Board took up the matter of entering into Executive Session.

SO ORDERED this the 6th day of October, 2025.

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. Banks did offer and Mr. Brannon did second a motion to enter into Executive Session to discuss potential litigation, personnel matters, and right of way acquisition. The vote on the matter being as follows:

Supervisor Casey Brannon	Aye
Supervisor Trey Baxter	Absent
Supervisor Gerald Steen	Aye
Supervisor Karl Banks	Aye

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Supervisor Paul Griffin

Aye

the matter carried by the unanimous vote of those present 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 6th day of October, 2025.

During Executive Session, Mr. Banks did offer and Mr. Steen did second a motion to initiate condemnation proceedings on one parcel related to the Bozeman Road Phase 2 Project. The vote on the matter being as follows:

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

the matter carried by the unanimous vote of those present and said condemnation proceedings were and are hereby initiated.

SO ORDERED this the 6th day of October, 2025.

Thereafter, Mr. Banks did offer and Mr. Brannon did second a motion to include the Madison County Sheriff’s Department in the pre-approved County raises. The vote on the matter being as follows:

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

the matter carried by the unanimous vote of those present and Madison County Sheriff’s Department was and is hereby included.

SO ORDERED this the 6th day of October, 2025.

Thereafter, Mr. Banks did offer and Mr. Griffin 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 Casey Brannon	Aye
Supervisor Trey Baxter	Absent
Supervisor Gerald Steen	Aye
Supervisor Karl Banks	Aye
Supervisor Paul Griffin	Aye

the matter carried by the unanimous vote of those present and the Board President declared Executive Session adjourned and Ronny Lott did announce the action taken during Executive Session.

SO ORDERED this the 6th day of October, 2025.

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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 Brannon and approved by the unanimous vote of those present, the October 6, 2025 meeting of the Board of Supervisors was adjourned until October 20, 2025 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: _____

President's Initials: _____
Date Signed: _____