

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

REGULAR MEETING OF December 15, 2025  
Adjourned from a meeting conducted DECEMBER 1, 2025

BE IT REMEMBERED that the regular meeting of the Board of Supervisors of Madison County, Mississippi was duly convened, held and conducted on December 15, 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:  
Supervisor Casey Brannon  
Supervisor Trey Baxter  
Supervisor Gerald Steen  
Supervisor Karl Banks  
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. Robert Lee Jefferson 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 1, 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 December 1, 2025,

Mr. Banks did offer and Mr. Steen did second a motion to approve the minutes of December 1, 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	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 minutes of December 1, 2025 were and are hereby approved.

SO ORDERED this the 15<sup>th</sup> day of December, 2025.

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

4. **HR - Approve Personnel Matters** (Attached as **Exhibit A**)
5. **CA - Approve Travel and Related Expenses for BOS, Co. Administrator, Chancery Clerk, Board Attorney and Comptroller / 2026 MAS Mid-Winter Legislative Conference / Flowood, MS / February 4-6, 2026**
6. **CA - Authorize Reimbursement of Property Damage**
7. **CA - Approve Business Systems & Consultants (BSC) Quote for Uninstalling, Storing, and Reinstalling High-Density Shelving Units - Madison County Circuit Court Renovations**
8. **CA - Approve Letter from Madison County Extension Services Requesting Funded for 4-H Livestock Program**
9. **CA - Approve MCWA Reimbursement Application #5 for H25063-MCWA Nissan Pump Station Improvements - Contract 1 - Hemphill Construction Company, Inc.** (Attached as **Exhibit B**)
10. **CA - Approve Madison County Courthouse ReRoof Application #4 - The Lathan Company, Inc.** (Attached as **Exhibit C**)
11. **CA - Approve Membership and Payment of Annual Dues NACO (National Association of Counties)**
12. **CA - Ratify Emergency Declaration for Madison County Sheriff Department**
13. **CA - Approve Quote for Moving Services - Mighty Strong Movers, LLC**
14. **ChClrk - Approve 16th Section Land Leases**
15. **ChClrk - Acknowledge DOR Approval of Certificate with the Assessment Roll**
16. **COMP - Approve Payment Maintenance Agreement Renewal for Stenograph** (Attached as **Exhibit D**)
17. **COMP - Declare Property as Surplus and Authorize Disposal**
18. **COMP - Approve Clerk of the Board - November 2025**
19. **ENG - Approve Comcast Utility Permit - Kathleen Drive, Baleigh Drive, and Baleigh Way**
20. **ENG - Approve Comcast Utility Permit - Katherine Drive, Katherine Lane, Katherine Court, Katherine Pointe Drive, Charleston Circle, Charleston Cove, and Charleston Court**
21. **ENG - Approve Comcast Utility Permit - Mansell Road**

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

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

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22. **IT - Approve NWN Carousel Quarterly Hardware Support Avaya Systems and Authorize Payment** (Attached as **Exhibit E**)
23. **IT - Approve Renewal of Digitech Scanning Licenses of Justice Court / Planning and Zoning and Authorize Payment** (Attached as **Exhibit F**)
24. **IT - Approve Annual Renewal of IBM Support for the SO and Chancery AS/400 system and Authorize Payment** (Attached as **Exhibit G**)
25. **PC - Approve December 2025 Procurement Card Reconciliation and Authorize Payment Thereof**
26. **PC - Approve December 2025 Travel Card Reconciliation and Authorize Payment Thereof**
27. **PC - Approve Purchase of Items from Amazon - Juvenile Drug Court**
28. **PC - Approve Purchase of Items from Amazon - Family Drug Court**
29. **PC - Approve Purchase of Items from Walmart - Family Drug Court**
30. **PC - Approve Declaration of Sole Source with Lee Tractor - Road Department**
31. **RD - Approve GIS Workshop, LLC (gWorks) Annual Maintenance & Services Agreement and Authorize Payment**
32. **SO - Approve List of Abandoned Property to be Auctioned**
33. **SO - Approve Request for Reimbursement - Kharman Jones**
34. **SO - Approve Petty Cash for Extraditing Prisoner from Fort Lauderdale, Florida**
35. **TA - Approve 2025 Real Property Decreases**
36. **TA - Approve 2025 Real Property Decreases**
37. **TA - Approve 2025 Amended Homesteads**
38. **TA - Approve 2025 Deleted Homesteads**
39. **TA - Approve 2025 Personal Property Decreases**
40. **TA - Approve 2025 Personal Property Increases – Signed**

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 each item was and is hereby approved, adopted, and authorized as described herein above.

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

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

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SO ORDERED this the 15<sup>th</sup> day of December, 2025.

***In re: Consideration of Madison County Business League & Foundation - 2026 Legislative Agendas***

At the request and recommendation of Phil Buffington of the Madison County Business League, Mr. Steen did offer and Mr. Banks did second a motion to acknowledge and adopt state and federal legislative priorities presented by Mr. Buffington, attached as **Exhibit H**, and authorize Board Attorney to prepare a Resolution in support of said legislative projects. 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 legislative priorities were and are hereby acknowledged and adopted and Board Attorney was and is hereby authorized.

SO ORDERED this the 15<sup>th</sup> day of December, 2025.

***In re: Approval of the 2026 Unfunded Road Plan***

At the request and recommendation of County Engineer Tim Bryan, Mr. Steen did offer and Mr. Banks did second a motion to approve the 2026 Unfunded Road Plan, attached as **Exhibit I**, with the addition of Reunion Parkway. 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 unfunded road plan was and is hereby approved with said addition.

SO ORDERED this the 15<sup>th</sup> day of December, 2025.

***In re: Approval of 2026 Storm Water Proposal***

At the request and recommendation of County Engineer Tim Bryan, Mr. Banks did offer and Mr. Steen did second a motion to approve the proposal of Allen Engineering and Science, Inc. for the 2026 MS4 Storm Water Program Implementation for Madison County for a fee not to exceed \$21,000.00, 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

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

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

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

SO ORDERED this the 15<sup>th</sup> day of December, 2025.

***In re: Discussion of Funded Road Plan***

Following discussion, Mr. Brannon did offer and Mr. Baxter did second a motion to postpone passing a funded road plan. Prior to call of the motion, Mr. Griffin did offer and Mr. Banks did second a substitute motion to approve a funded road plan, attached as **Exhibit J**. The vote on the matter being as follows:

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

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

SO ORDERED this the 15<sup>th</sup> day of December, 2025.

***In re: Approval Zoning Matter- Preliminary Plat -  
East Bay of Caroline - Lake Caroline***

At the request of Zoning Attorney Andy Clark, Mr. Banks did offer and Mr. Griffin did second a motion to approve the preliminary plat of East Bay of Caroline - Lake Caroline being located in Supervisor District 4. The vote on the matter being as follows:

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

the matter carried by a majority vote (3-0-2) of the Board and said preliminary plat was and is hereby approved.

SO ORDERED this the 15<sup>th</sup> day of December, 2025.

***In re: Approval of Zoning Matter - Set Public Hearing***

At the request of Zoning Attorney Andy Clark, Mr. Banks did offer and Mr. Griffin did second a motion to set a public hearing for January 5, 2026 to amend Article XXV - Heavy Industrial District (I-2) of the current Madison County Zoning Ordinance. 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 public hearing was and is hereby set.

SO ORDERED this the 15<sup>th</sup> day of December, 2025.

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

At the request of Board Attorney Mike Espy, Mr. Banks did offer and Mr. Steen did second a motion to approve a Resolution between Madison County Board of Supervisors, Hinds County Board of Supervisors, the City of Jackson, the City of Ridgeland, and the Madison County Economic Development Authority (MCEDA), attached as **Exhibit K**, to Commence a Regional Partnership Effort Dedicated to the Improvement of the West County Line Transportation Corridor 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 resolution was and is hereby approved and Board President was and is hereby authorized.

SO ORDERED this the 15<sup>th</sup> day of December, 2025.

***In re: Approval of Scope of Work - 2026 U.S. Department of Transportation BUILD Grant Application***

At the request of Board Attorney Mike Espy, Mr. Banks did offer and Mr. Steen did second a motion to approve the scope of work for the FY 2026 (PFI) U.S. Department of Transportation BUILD Grant Application, attached as **Exhibit L**. 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 scope of work was and is hereby approved.

SO ORDERED this the 15<sup>th</sup> day of December, 2025.

***In re: Approval of Amended Cooperation Agreement***

At the request of Board Attorney Mike Espy, Mr. Banks did offer and Mr. Griffin did second a motion to approve the Amended Cooperation Agreement between Madison County and the Town of Flora, Mississippi Regarding the Paving of Pocahontas Road, attached as **Exhibit M**, 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

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

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

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Supervisor Karl Banks	Aye
Supervisor Paul Griffin	Aye

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

SO ORDERED this the 15<sup>th</sup> day of December, 2025.

***In re: Authorization of Advertising***

At the request and recommendation of County Administrator Greg Higginbotham, Mr. Steen did offer and Mr. Griffin did second a motion to authorize the purchase of advertising with the Canton Chamber of Commerce and the Madison County Chamber of Commerce pursuant to MS Code 17-3-1, for the purpose of bringing into favorable notice the opportunities, possibilities, and resources of Madison County. 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 15<sup>th</sup> day of December, 2025.

***In re: Authorization to Rent Storage Space***

At the request and recommendation of County Administrator Greg Higginbotham, Mr. Banks did offer and Mr. Griffin did second a motion to authorize County Administrator to rent up to 1,500 square feet of storage space if needed while cleaning out the Circuit Courthouse. 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 Administrator was and is hereby authorized.

SO ORDERED this the 15<sup>th</sup> day of December, 2025.

***In re: Authorization to Place Historical Marker***

At the request and recommendation of County Administrator Greg Higginbotham, Mr. Banks did offer and Mr. Griffin did second a motion to authorize placement of a state historical marker on the Historic Courthouse grounds. The vote on the matter being as follows:

Supervisor Casey Brannon	Aye
Supervisor Trey Baxter	Aye
Supervisor Gerald Steen	Aye

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

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

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Supervisor Karl Banks	Aye
Supervisor Paul Griffin	Aye

the matter carried unanimously and said state historical marker was and is hereby authorized.

SO ORDERED this the 15<sup>th</sup> day of December, 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 N**. 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 15<sup>th</sup> day of December, 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 - December 3, 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:

Fund	Claim Nos.	No. of Claims	Amount
001	711 to 834, 837 to 842	132	1,106,412.40
012	30 to 32	3	6,200.35
015	18 to 24	7	660,714.44
030	10 to 11	2	2,651.00
097	24 to 27	4	8,867.03
103	6 to 6	1	1,538.46
104	8 to 9	2	744.73
105	13 to 15	3	12,308.65
115	37 to 41	5	4,796.58
125	6 to 6	1	43.87
150	126 to 152	27	100,412.40
151	11 to 14	4	51,773.40
160	16 to 17	2	6,527.65
170	1 to 1	1	5,559.53

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Date Signed: \_\_\_\_\_  
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185	17 to 22	6	5,631.06
186	15 to 16, 18	3	1,497.28
187	9 to 9	1	39.57
190	14 and 16	2	154.20
191	37 to 42	6	5,764.83
226	17 to 17	1	875.00
331	4 to 4	1	107,665.12
341	2 to 2	1	4.70
347	2 to 2	1	1,182.36
352	5 to 6	2	1,180,421.92
355	7 to 18	12	3,690,583.95
669	1 to 1	1	16.19
697	6 to 6	1	453.74
698	6 to 6	1	347.83
TOTAL ALL FUNDS		233	6,963,188.24

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 15<sup>th</sup> day of December, 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 December 2025, attached as **Exhibit O**. 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 of those present and said per diem was and is hereby approved.

SO ORDERED this the 15<sup>th</sup> day of December, 2025.

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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 or deliberation of this matter whatsoever.

President's Initials: \_\_\_\_\_  
 Date Signed: \_\_\_\_\_  
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***In re: Discussion 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 December 12, 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	No
Supervisor Trey Baxter	No
Supervisor Gerald Steen	Recused <sup>2</sup>
Supervisor Karl Banks	Aye
Supervisor Paul Griffin	Aye

the matter failed for lack of a majority vote.

SO ORDERED this the 15<sup>th</sup> day of December, 2025.

***In re: Approval of Amendment #1 to  
Food Service Agreement***

At the request of Sheriff Randy Tucker, Mr. Banks did offer and Mr. Brannon did second a motion to approve Amendment #1 to the Food Service Agreement between the Madison County Sheriff's Department and Summit Food Service, LLC, attached as **Exhibit P**. 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 amendment was and is hereby approved.

SO ORDERED this the 15<sup>th</sup> day of December, 2025.

***In re: Acknowledgment of Seized Funds***

At the request of Sheriff Randy Tucker, Mr. Banks did offer and Mr. Steen did second a motion to acknowledge seized funds in the amount of \$17,835.00 related to a fraud case. 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 acknowledged.

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<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 or deliberation of this matter whatsoever.

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

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

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SO ORDERED this the 15<sup>th</sup> day of December, 2025.

***In re: Authorization to Transfer Seized Funds***

At the request of Sheriff Randy Tucker, Mr. Banks did offer and Mr. Steen did second a motion to authorize the transfer of \$17,835.00 in seized funds to the Madison County Sheriff's Drug Fund. 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 transfer was and is hereby authorized.

SO ORDERED this the 15<sup>th</sup> day of December, 2025.

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

Following discussion, Mr. Griffin did offer and Mr. Banks did second a motion to approve a supplemental claims docket dated December 12, 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 <sup>3</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 15<sup>th</sup> day of December, 2025.

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 December 15, 2025 meeting of the Board of Supervisors was adjourned until January 5, 2026 at 9:00 a.m.

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Gerald Steen, President  
Madison County Board of Supervisors

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<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 or deliberation of this matter whatsoever.

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

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

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

ATTEST:

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Ronny Lott, Chancery Clerk

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

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

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

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

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