

**MINUTES OF THE SECOND REGULAR MONTHLY MEETING OF THE
MAYOR AND BOARD OF ALDERMEN OF THE
CITY OF MADISON, MISSISSIPPI**

January 17, 2017

**STATE OF MISSISSIPPI
COUNTY OF MADISON**

INTRODUCTION AND ATTENDANCE

The second regular monthly meeting of the Mayor and Board of Aldermen of the City of Madison, Mississippi was held on Tuesday, January 17, 2017 at 6:00 p.m. in the Municipal Courtroom at the Madison Justice Complex. Those present were Mayor Mary Hawkins Butler, Aldermen Tawanna Tatum, Patricia Peeler, Ken Jacobs, Steve Hickok, Mike Hudgins, Guy Bowering, and Warren Strain, City Attorney John Hedglin, City Clerk/Director of Finance and Administration Susan Crandall and Chief Deputy City Clerk Lisa Winstead.

Mayor Hawkins Butler called the meeting to order. After the invocation led Alderman Jacobs and the Pledge of Allegiance led by Alderman Peeler, the meeting proceeded as follows:

ADMINISTRATION – CONSENT AGENDA - *Approved*

Concerning the Consent Agenda, the Mayor asked if there were any items which needed to be removed for discussion. There were no items removed and Alderman Hickok made the motion to approve the Consent Agenda as follows:

CONSENT AGENDA

- A.** Accept Meeting Minutes:
 - 1. First Regular Board Meeting – January 3, 2017
 - 2. Planning and Zoning Commission – December 12, 2016 – **Exhibit A**
- B.** Approve Claims Docket – **Exhibit B**
 - 1. Computer Checks – 01/17/2017
113396 - 113544
 - 2. Manual Checks – December 2016
263-272; 17225-17260
 - 3. Payroll Checks
22743-22963 – 01/06/2017
- C.** Approve appointment of the Municipal Election Commissioners for the 2017 Election – **Exhibit C**
- D.** Authorization for the Parks Department to purchase a Club Car Carryall 300 for Liberty Park Maintenance – budgeted item, state contract #8200022911 – **Exhibit D**
- E.** Authorize City Clerk to execute credit application with Bob Ladd & Associates, Inc. for the state contract purchase of a Club Car Carryall 300 for the Park Department – **Exhibit E**
- F.** Accept monthly departmental reports: - **Exhibit F**
 - 1. Parks Department – December 2016
 - 2. City Clerk – Financials, through December 2016
- G.** Accept the following departmental changes per terms of the Status/Payroll Change Report on file in the Office of the City Clerk: - **Exhibit G**
 - 1. Accept resignation of Ryan Saxton, Street Department effective January 23, 2017
 - 2. Authorization to rescind the re-hire of Stephon Spann as Water Department Laborer as previously approved on January 3, 2017
 - 3. Accept resignation of Marshall Herrin, Firefighter/EMT effective January 30, 2017
 - 4. Authorization to hire Jes Harrington, Firefighter/EMT effective January 19, 2017

- H. Accept Irrevocable Standby Letter of Credit No. 16-064-SP from KRB, LLC for Eastwood, Phase 1 – **Exhibit H**
- I. Approve Police Department's Travel and Training Calendar for January through April, 2017 – **Exhibit I**
- J. Authorization for Police Department to remove items from inventory as outlined in the attached memorandum – **Exhibit J**
- K. Approval of and Authorization for Mayor to Execute Hemphill Construction Company, Inc., Periodic Estimate No. 5 for the Sanitary Sewer Reverse Flow Project – **Exhibit K**
- L. Approval of and Authorization for Mayor to Execute Hemphill Construction Company, Inc., Periodic Estimate No. 6 for the Old Canton Road Improvements Project – **Exhibit L**
- M. Authorization for Fire Department employees, Herbert Dwayne Meeks and Kevin Miller to travel to Camp Shelby for training on January 21, 2017 through February 2, 2017
- N. Adoption of "Addendum to Personnel Policies and Procedures: Drug and Alcohol Testing Policy" and authorize City Clerk and other appropriate and necessary personnel to conduct requisite notification and posting – **Exhibit M**
- O. Approve Memorandum of Understanding with MEA Drug Testing Consortium for professional services in connection with implementation of Drug and Alcohol Testing Policy – **Exhibit N**
- P. Approval of Rice Road Multi-Use Path temporary easement offers (Knight, Shaw, White) and execute payment of associated invoices – **Exhibit O**
- Q. Approval of and authorization for Mayor to execute contract with Sage Advice, Inc. - **Exhibit P**
- R. Award bid for publication of legal notices to the *Madison County Journal* and authorizing supplemental publication of notices in the *Madison County Herald* to ensure widest possible dissemination of matters of public interest – **Exhibit Q**
- S. Approve payment to Madison County for match for street paving for Lewis Lane, Bennett Road, and North Pine Drive - \$29,708.98 – **Exhibit R**
- T. Approve Leave of Absence for Robin McCrory beginning February 1, 2017 through May 15, 2017 – **Exhibit S**
- U. Approval of consulting agreement with Steve Vassallo for the period of February 1, 2017 through May 15, 2017 – **Exhibit T**
- V. Approval of and authorization to execute IBM Statement of Work for ServiceElite – **Exhibit U**

Alderman Tatum seconded the motion and the vote was unanimous in favor of approval. Mayor Hawkins Butler declared the motion carried.

COMMUNITY DEVELOPMENT DEPARTMENT

Variance, David Dale, 389 Kingsbridge Road, Wright's Mill Subdivision – Approved

The variance request of David Dale, 389 Kingsbridge Road, was presented by Community Development Director Kianca Stringfellow. She explained that Mr. Dale requested this variance in reduction of rear yard depth from 35' to 25' to accommodate the extension of his roof line to cover an enlarged back porch. She also stated that this property backs up to the Natchez Trace and that both the homeowners association and surrounding neighbors have recommended approval along with the Planning and Zoning Commission. The motion was made by Alderman Jacobs to approve the variance request as presented. Alderman Bowering seconded the motion and the vote was unanimous in favor of approval. Mayor Hawkins Butler declared the motion carried. Documentation relevant to this request is attached hereto and incorporated herein as **Exhibit V**.

Variance, Ann Tandy, 102 Brigham Glen, Cobblestone Subdivision – Approved

Community Development Director Kianca Stringfellow presented the variance request of Ann Tandy for the reduction in rear yard depth from 25' to 18' to enclose an existing patio at her home located at 102 Brigham Glen in Cobblestone Subdivision. It was noted that both the homeowners association and the Planning and Zoning Commission have recommended approval. Alderman Hudgins made a motion to approve the

variance request as presented, seconded by Alderman Tatum with the vote being unanimous in favor of approval. Mayor Hawkins Butler declared the motion carried. Documentation regarding this request is attached hereto and incorporated herein as **Exhibit W**.

Site Plan, Mississippi Premiere Plastic Surgery Center - Approved

Ms. Stringfellow presented the site plan request for Mississippi Premiere Plastic Surgery Center to be located on Lot 11, Fountains of Madison. She stated that the Planning and Zoning Commission has reviewed and recommended approval of this site plan and asked that it be approved contingent upon the satisfaction of requirements outlined in the staff notes with regard to drainage and fire department issues. Alderman Strain made the motion to approve the site plan with the contingencies as mentioned. Alderman Hudgins seconded the motion and the vote was unanimous in favor of approval. Mayor Hawkins Butler declared the motion carried. A copy of the staff notes and other pertinent information relevant to this request is attached hereto and incorporated herein as **Exhibit X**.

Conceptual Master Plan – Madison Ridgeland Academy - Approved

The concept plan for additional parking, elementary and middle school classrooms, and cafeteria space was presented for approval. It was noted that the applicant will return for site plan approval in anticipation of breaking ground sometime this summer. A traffic study is currently underway with Neel-Schaffer to ensure emergency access and detention issues are being addressed with the Public Works Director. The motion was made by Alderman Peeler to approve this concept plan as presented with the contingency that all staff note issues will be addressed prior to site plan presentation. Alderman Strain seconded the motion and the vote was unanimous in favor of approval. Mayor Hawkins Butler declared the motion carried. Copies of documentation are attached hereto and incorporated herein as **Exhibit Y**.

Preliminary Plat – Baptist Health Systems Parkway 463 (Amendment) - Approved

An amendment to add additional lots for the construction of the Primos Café was requested by Baptist Health Systems, Inc. A motion as made by Alderman Bowering to allow this amendment as requested. Alderman Hudgins seconded the motion with a unanimous vote in favor of approval. Mayor Hawkins Butler declared the motion carried. Documentation relevant to the amendment is attached hereto and incorporated herein as **Exhibit Z**.

Site Plan – Baptist Health Systems Outparcel F Parking Lot - Approved

Baptist Health Systems, Inc. also requested approval of the site plan for additional parking spaces for overflow parking for Primos Café, Georgia Blue Restaurant, and the Madison Healthplex Center. The motion was made by Alderman Hudgins to grant approval of this site plan, seconded by Alderman Tatum and unanimously approved by all aldermen present. Mayor Hawkins Butler declared the motion carried. Documentation concerning this site plan is attached hereto and incorporated herein as **Exhibit AA**.

Site Plan – Primos Café - Approved

Ms. Stringfellow presented the request of The Cress Group for construction of the Primos Café to be located at MS Highway 463 and Highland Colony Parkway on the Baptist Health Systems property. After brief discussion, the motion was made by Alderman Hudgins to approve this site plan contingent upon satisfaction of all issues outlined in the staff notes. Alderman Strain seconded the motion, the vote was unanimous in favor of approval and Mayor Hawkins Butler declared the motion carried. Documentation concerning this request is attached hereto and incorporated herein as **Exhibit BB**.

Site Plan – Vital Care of Central MS - Approved

Ms. Stringfellow presented the request of Finch Properties, LLC for the construction of Vital Care of Central MS, a compounding pharmacy, to be located on Lot 12, Fountains of Madison. She stated that the Planning and Zoning Commission has reviewed the request and recommends approval contingent upon the conditions as outlined in the staff notes. Alderman Jacobs made a motion to grant approval of the site plan with the

staff note contingencies as presented. Alderman Bowering seconded the motion, the vote was unanimous in favor of approval and Mayor Hawkins Butler declared the motion carried. Documentation concerning this site plan request is attached hereto and incorporated herein as **Exhibit CC**.

REVISED CAMERA ORDINANCE - Adopted

Mayor Hawkins Butler presented a revision of the camera ordinance originally adopted by the Board on December 6, 2017. She explained that the need had arisen for clarification of several issues in that original ordinance. After further review by the Police Department and City Attorney, clarification regarding the defining of responsibility for the installation of the cameras and regarding penalties has been provided. The revised ordinance clarified that the developers of businesses/shopping centers are the responsibility party, rather than individual tenants, with regarding to the installation and maintenance of external camera systems in parking lots at entrance and exit points. In addition, the jail-time penalty was deleted from the ordinance.

After brief discussion, the motion was made by Alderman Hickok to adopt this revised camera ordinance as presented. Alderman Strain seconded the motion and the vote was unanimous in favor of approval. Mayor Hawkins Butler declared the motion carried.

It was noted that the Chamber of Commerce and the Police Department will schedule a meeting with area business owners to help clarify the requirements of this ordinance. A copy of the ordinance is attached hereto and incorporated herein as **Exhibit DD**.

With no further business for discussion, Mayor Hawkins Butler declared the meeting adjourned.


Mayor Mary Hawkins Butler

Attest:


Susan B. Crandall, City Clerk