

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

April 15, 2025

**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, April 15, 2025 at 6:00 p.m. in the Municipal Courtroom at the Madison Justice Complex. Those present in the Courtroom were Mayor Mary Hawkins Butler, Aldermen Sandra Strain, Tawanna Tatum, Patricia Peeler, Janie Jarvis, Paul Tankersley, Mike Hudgins, and Guy Bowering, City Attorney Chelsea Brannon, City Clerk/Director of Finance & Administration Nathan Hanson, and Chief Deputy City Clerk Lisa Winstead.

Mayor Hawkins Butler called the meeting to order and welcomed everyone. Following a Prayer led by Alderman Tankersley and the Pledge of Allegiance led by Mayor's Youth Council member Cade Shaw, the meeting proceeded as follows:

ADMINISTRATION – CONSENT AGENDA – APPROVED

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

CONSENT AGENDA

A. Accept Meeting Minutes and Notices:

1. Minutes of First Regular Board Meeting – April 1, 2025

B. Approve Claims Docket – **Exhibit A**

1. Computer Checks

Checks: 13437-13615; EFT 346

2. Manual Checks/EFTs

Checks: 13433-13436

3. Payroll Checks:

Checks: 2399-2412, EFTs: 36621-36876 – 04/04/2025

Disbursement/Manual Checks: 2413-2419 – 04/04/2025

C. Accept the following departmental changes/documents per terms of the Status/Payroll Change Report on file in the Office of the City Clerk: - **Exhibit B**

1. Authorization to promote Cynthia Robinson-Mays to the position of Chief Deputy City Clerk effective May 1, 2025
2. Authorization to hire Sally Hodges as Deputy City Clerk effective May 1, 2025
3. Authorization to rehire Susan B. Crandall in the Administration & Finance Department effective May 1, 2025
4. Accept resignation of Police Officer Mitchell Riedi effective May 1, 2025
5. Authorization to hire Charles Graham as full-time Water Department Laborer effective April 16, 2025
6. Authorization to transfer Claire Bonvillain from Permits Department to Legal Department effective April 17, 2025
7. Authorization to hire Tracy Brown as Street Department Laborer effective April 16, 2025
8. Authorization to re-hire Jaiden Burns as Street Department Laborer effective April 16, 2025

D. Accept the following monthly departmental reports: - **Exhibit C**

1. Police Department – February 2025

E. Accept the following Amendment to Irrevocable Standby Letters of Credit from

Trustmark National Bank: - **Exhibit D**

1. Amendment No. Seven to No. 18-015-SP for Whittington, Phase 1
- F. Adopt Resolution Authorizing the Use of Municipal Funds to Buy Advertising from Madison Central High School Big for the Big 4 Videoboard Sponsorship – **Exhibit E**
- G. Authorization for City Clerk to execute and submit documents for the Federal Emergency Management Agency (FEMA) Project Completion and Certification Report (P.4) Event: 4727DR-MS (4727DR) – **Exhibit F**
- H. Authorization for City Clerk to execute and submit documents for the MS Department of Wildlife, Fisheries, and Parks Project Closeout Acknowledgement for LWCF #28-00697 for Liberty Park Playground Improvements and to execute refund of overpayment as outlined in the attached letter – **Exhibit G**
- I. Authorization for Police Department to purchase a one-year subscription to FDS Reveal Portal (sole source vendor) as outlined in the attached memorandum – **Exhibit H**
- J. Authorization for Police Department to enter into an agreement with Lionbridge Technologies, LLC for telephone interpretation services – **Exhibit I**
- K. Authorization for Police Department to renew annual maintenance agreement with Vertiv Corporation for the department recorder system – **Exhibit J**
- L. Authorization to auction forfeited and seized vehicles as outlined in the attached Memorandum – **Exhibit K**
- M. Authorization to auction police department vehicles as outlined in the attached Memorandum – **Exhibit L**
- N. Approve term-bid pricing quote for repairs to sidewalk concerns reported by the homeowners' associations in Reserve Crossing and Crosscreek – **Exhibit M**
- O. Acknowledge Final Acceptance Letter submitted to Hemphill Construction Company, Inc. as part of the Closeout of Hoy Road Project – **Exhibit N**
- P. Approval to secure a \$250,000.00 Surety Bond to submit to MS Department of Transportation (MDOT) for the Tisdale Sewer line to Cross Highway 51- **Exhibit O**
- Q. Approval of repairs to North Old Canton Road embankment and creek bed over Haley Creek using term bid pricing – **Exhibit P**
- R. Authorization to remove Konica Bizhub C364 copier from Economic Development Department inventory and dispose of it accordingly
- S. Authorization for Police Department to remove computer from inventory as outlined in the attached memorandum – **Exhibit Q**
- T. Approve Musical Agreement with Concord Theatricals for use at Summer Arts Camp - **Exhibit R**
- U. Adopt Resolution Authorizing the Use of Municipal Funds to Buy Advertising from *The Northside Sun* for advertising in the 2025-2026 Newcomers Guide – **Exhibit R**
- V. Authorization for City Clerk to provide 90-day notice of termination of Managed Services Agreement as outlined in the agreement – **Exhibit S**
- W. Approval of and authorization for Mayor to execute Professional Services Agreement with TechSource Solutions, Inc. – **Exhibit T**
- X. Adopt An Order by the Board of Aldermen of the City of Madison, Mississippi Pursuant to Miss. Code Ann. Sec. 3-3-7, As Amended, to Amend the Holiday Schedule for the City of Madison to Substitute Good Friday in Place of Confederate Memorial Day and For Related Purposes – **Exhibit U**

Alderman Bowering seconded the motion to approve the Consent Agenda and the vote was unanimous in favor of approval. Mayor Hawkins Butler declared the motion carried.

FINAL PLAT APPROVALS

Community Development Director Kianca Guyton presented information concerning the following final plats:

The Sanctuary

This final plat consists two 7.7 acre lots. There will be two houses constructed on the entire plat with no final subdivision. Covenants have been written. The motion was made by Alderman Strain to grant approval of this final plat subject to completion of all punch list items. Alderman Hudgins seconded the motion and the vote was in favor of approval. Mayor Hawkins Butler declared the motion carried.

The Village at Madison, Phase 2

Alderman Tatum made a motion to grant approval of Phase 2 of The Village at Madison subject to the completion of all punch list items. Alderman Strain seconded the motion and the vote was unanimous in favor of approval. Mayor Hawkins Butler declared the motion carried.

COMMUNITY DEVELOPMENT DEPARTMENT

Elevations and Building Permit, Lot 5 and Lot AG2, Calumet Gardens Office Park - Approved

Mr. Lee Gladden presented the architectural elevations and requested a building permit for construction of buildings to be located on Lots 5 and AG2 in Calumet Gardens Office Park near the airport. Upon recommendation of approval from Ms. Guyton, Alderman Tatum made the motion to grant approval of the elevations and to authorize the issuance of a building permit. Alderman Jarvis seconded the motion and vote of approval was unanimous. Mayor Hawkins Butler declared the motion carried.

Variances, 472 Sundial – Approved

Ms. Guyton presented the request of Fred and Anna Asher for variances to construct multiple accessory structures and for height increase for a pool house on their property located at 472 Sundial.

The motion was made by Alderman Tankersley and seconded by Alderman Bowering to grant approval of the variances for multiple accessory structures and height increase. Following a unanimous vote of approval, Mayor Hawkins declared the motion carried. Documentation relevant to these requests is attached hereto as **Exhibit V**.

Variance, 2014 Tidewater Lane - Approved

Ms. Guyton presented the request of property owners Tom and Sarah Douglas for a variance for side yard setback decrease from 10 feet to 5 feet for the construction of a bathroom addition to their home located at 2014 Tidewater Lane. Upon recommendation of approval from Ms. Guyton and the property owners' association, Alderman Jarvis made the motion to grant approval of this variance. Alderman Tankersley 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 as **Exhibit W**.

With no further business for discussion, Mayor Hawkins Butler asked for a motion to declare the meeting adjourned. Alderman Strain made the motion which was seconded by Alderman Peeler and unanimously approved by all Aldermen. Mayor Hawkins Butler declared the motion carried and the meeting was adjourned.



Attest:


J. Nathan Hanson, City Clerk


Mary Hawkins Butler, Mayor