

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

September 5, 2017

**STATE OF MISSISSIPPI
COUNTY OF MADISON**

INTRODUCTION AND ATTENDANCE

The first regular monthly meeting of the Mayor and Board of Aldermen of the City of Madison, Mississippi was held on Tuesday, September 5, 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 Dale Danks, City Attorney John Hedglin, and City Clerk/Director of Finance and Administration Susan Crandall.

Mayor Hawkins Butler called the meeting to order and after the Prayer and Pledge of Allegiance, the meeting proceeded as follows:

**PUBLIC HEARING ON THE PROPOSED BUDGET AND PROPOSED TAX LEVIES
FOR THE UPCOMING FISCAL YEAR FOR THE CITY OF MADISON, MISSISSIPPI**

Mayor Hawkins Butler opened the Public Hearing for discussion concerning the proposed budget for Fiscal Year 2018. She commended City Clerk/Director of Finance and Administration Susan B. Crandall for a job well done in preparing the City's proposed budget with no tax increase included. She asked if there were any comments from the public with regard to the budget. There were none and the Public Hearing was declared closed.

**RESOLUTION FIXING THE AD VALOREM TAX LEVIES FOR THE REAL,
PERSONAL, VEHICLE AND PUBLIC UTILITY PROPERTY FOR TAXES FOR THE
CITY OF MADISON, MADISON COUNTY, MISSISSIPPI**

Mayor Hawkins Butler again addressed City Clerk Susan Crandall concerning the proposed Resolution fixing tax levies. Mrs. Crandall explained that the millage rates would remain the same as they have been since 2006: 21.0 mills for General Fund and 7.8 mills for Debt Service, for a total of 28.8 mills. With no further discussion or comments, Alderman Strain moved to adopt the Resolution as presented. Alderman Jacobs seconded the motion and the vote was unanimous in favor of approval. Mayor Hawkins Butler declared the motion carried. This Resolution is attached hereto and incorporated herein as **Exhibit A**.

ADMINISTRATION – CONSENT AGENDA – APPROVED

Concerning the Consent Agenda, Mayor Hawkins Butler asked if there were any items which needed to be removed from the Consent Agenda for discussion. There were none and Alderman Bowering made the motion to approve the Consent Agenda as follows:

CONSENT AGENDA

- A.** Accept Board Meeting Minutes:
 - 1. Second Regular Board Meeting – August 15, 2017
- B.** Approve Claims Docket – **Exhibit B**
 - 1. Computer Checks – 09/05/2017
115921-116136
 - 2. Payroll Checks
26453-26687 – 08/18/2017
26688-26910 – 09/01/2017

- C. Accept the following proofs of publication: - **Exhibit C**
 - 1. Notice of Public Hearing – Proposed Budget, FY18 (*Herald & Journal*)
 - 2. Public Notice, Alan Grant on behalf of The Cress Group, Special Exception for Drive-Through at Starbucks (*Journal*)
 - 3. Public Notice, WP Holdings of Mississippi, LLC on behalf of Zaxby's Restaurant, Special Exception in C-2 zoning District (*Journal*)
- D. Accept the following monthly departmental reports: - **Exhibit D**
 - 1. Administration/Finance – Financials through July 2017
 - 2. Fire Department, July 2017
 - 3. Police Department, July 2017
- E. Accept the following Oaths of Office: - **Exhibit E**
 - 1. Robert C. Reid, Police Officer
- F. Accept the following departmental changes per terms of the Status/Payroll Change Report on file in the Office of the City Clerk: - **Exhibit F**
 - 1. Accept resignation of Municipal Court Judge Dale Danks effective August 29, 2017
 - 2. Accept resignation of City Attorney John Hedglin effective September 22, 2017
 - 3. Accept resignation of Special Projects Officer Kirk Thompson effective August 18, 2017
 - 4. Accept resignation of Water Department Laborer Recardo Manning effective August 18, 2017
 - 5. Authorization to transfer Quincy Williams, Laborer, from Water Department to Street Department effective August 31, 2017
 - 6. Authorization to transfer Traymond Davis, Laborer, from Street Department to Water Department effective August 31, 2017
 - 7. Accept resignation of Firefighter Joshua Davies effective September 4, 2017
 - 8. Authorization to hire Glenda Bryant, Firefighter effective September 6, 2017
 - 9. Authorization to hire Bradley Page, Firefighter effective September 6, 2017
 - 10. Authorization to cancel military orders for Blake Wyman, Firefighter effective August 22-September 28, 2017 (*military school dates have been revised*)
 - 11. Accept resignation of Police Officer Cole Hillman effective August 28, 2017
 - 12. Authorization for Police Department to change the status of the rank of Captain from exempt to non-exempt with regard to the application of overtime
 - 13. Authorization to hire Judd Wilson as Water Department Laborer effective September 6, 2017
 - 14. Accept resignation of Fire Fighter Jes Harrington, effective September 17, 2017
- G. Adoption of Order Confirming and Appointing Officers, Appointments and Employees for 2017-2021 Term – **Exhibit G**
- H. Authorization to Reconfirm Work Sessions to be held the first and third Tuesdays of every month at 9:00 a.m. at Madison City Hall
- I. Approval of Amendment to the Strawberry Park lease agreement with Madison County Schools – **Exhibit H**
- J. Approval of and authorization for City Clerk Susan Crandall to execute the Federal Financial Report for FAA Grant 3-28-0046-021-2013
- K. Approval of and authorization for City Clerk Susan Crandall to execute the C-Spire Local Governing Authority Service Agreement
- L. Approval of and authorization for Mayor to execute Travelers Insurance application for renewal of Workers Compensation policy for the period of October 1, 2017 – September 30, 2018 – **Exhibit I**
- M. Adopt Resolution Authorizing the Use of Municipal Funds to Buy Advertising from Madison Central High School Speech and Debate Team in the amount of \$200.00 – **Exhibit J**
- N. Authorization of the following inventory changes: - **Exhibit K**
 - 1. Transfer (1) Chain Saw Asset #FD08-9 from Fire Dept. to Public Works
 - 2. Remove from Police Department inventory (*no longer serviceable*):
 - a.) Porta Cool 3000 A/C Cooler, Serial #17688708; Property #8681 (*assigned to Webster Shelter*)
 - b.) Network Server HP Proliant ML350, Serial #4700063-584; Property #7965

- c.) Speco CVC-627W Color Camera, Serial #758272301028; Property #8182
- d.) Acer/V173LCD Monitor, Serial #90903796640; Property #8679
- 3. Auction of two (2) seized and forfeited vehicles:
 - a.) 1997 GMC SAV Van, VIN#8109
 - b.) 2007 Chrysler 300, VIN #8135
- O. Accept appointment of Mayor Mary Hawkins Butler to serve as a member of the Executive Committee and the By-Laws Committee of the Mississippi Municipal League for the period of August 16, 2017 – June 30, 2018 – **Exhibit L**
- P. Approval of the following travel requests: - **Exhibit M**
 - 1. Mayor to travel to Tunica, MS on September 28-29, 2017 for the MS Municipal League Executive Committee and Board meetings
 - 2. Chris Buckner, Public Works, to Long Beach, MS on October 18-20, 2017 for the MAST (GPS/GIS) Workshop
 - 3. Selena Sutterfield, Public Works, to Biloxi, MS on October 18, 2017 for the MDOT LPA (local public agencies) training session
 - 4. Alan Hoops, Director of Environment & Design to Birmingham, Alabama on October 4-6, 2017 for the 2017 AL/MS APA Annual Conference
 - 5. Tona Becker, Parks Department to Starkville, MS on September 28-29, 2017 for the Keep MS Beautiful Conference
- Q. Approval of and authorization for Mayor to execute letter to Central MS Planning and Development District (CMPDD) designating Joe Welch, Director of Public Works as the City's representative for the Intermodal Technical Committee and Director of Community Development, Kianca Stringfellow as alternate representative – **Exhibit N**
- R. Approval of and authorization for Mayor to execute letter to Central MS Planning and Development District (CMPDD) designating Joe Welch, Director of Public Works as the City's designated alternate representative for the Executive Committee – **Exhibit O**
- S. Approval of 2017 Christmas Parade to be held on Saturday, December 2, 2017 – **Exhibit P**
- T. Approval of and authorization for City Clerk to execute non-contractual account with Clark Beverage Group, Inc. for the provision of soft drinks and coolers for the Liberty Park concessions stands – **Exhibit Q**
- U. Approval of and authorization for Mayor to execute the Pre-Noncompliance Letter to Hemphill Construction Company, Inc. and all other associated documents for the close-out of for Old Canton Road Project No. STP-6926-00(004) LPA – **Exhibit R**
- V. Accept quotes for mulching of debris located at Public Works and award to the lowest quote, Ashley Farms & Trucking, LLC – **Exhibit S**
- W. Accept quotes for the installation of a draining system at 103 Ironwood Plantation Boulevard and award to lowest quote, Van Stewart Company – **Exhibit T**
- X. Accept Permanent Utility Easement for 1613 Old Mannsdale Road (McDaniel property) – **Exhibit U**
- Y. Accept U. S. Department of Transportation, Federal Aviation Administration (FAA) Letter Amendment No. 1 for AIP Project No. 3-28-0046-023-2015, Bruce Campbell Field – **Exhibit V**
- Z. Accept Permanent Drainage Easement and Temporary Construction Easement for Lots 98, 99, 100, and 101, Fontanelle Phase 2-A – **Exhibit W**
- AA. Authorization for Police Department to post Public Notice of Vehicle Abandonment – **Exhibit X**
- BB. Approval of and authorization for Police Department to execute documents with VERTIV of Chicago, Illinois for the routine replacement of parts to the Department Uninterrupted Power Supply (UPS) – **Exhibit Y**
- CC. Approval of and authorization for Police Department to execute documents with Power DMS of Orlando, Florida for upgrade to department software for Policy and Procedure Management and Training Module – **Exhibit Z**
- DD. Approval of and authorization for Police Department to execute documents with PTS Solutions of Harrisonburg, Louisiana for upgrade to department software for CAD, RMS, OMS, mobile, case management, evidence management, DART Board, lineups, AVL, Policy and Procedures, Training, Records, Booking – **Exhibit AA**

- EE. Authorization for Police Department to reject two bids received for Strawberry Patch Park and Liberty Park camera systems and permission to re-bid systems for both locations – **Exhibit BB**
- FF. Authorization for Mayor to execute the 2020 Census Local Update of Census Addresses Operation (LUCA) registration form – **Exhibit CC**
- GG. Approval of first annual Touch-a-Truck event, Saturday, November 4, 2017 at Liberty Park – **Exhibit DD**
- HH. Approval of and authorization for Mayor to execute attached Establishment of Compensation Forms on Hoy Road Improvement Project – **Exhibit EE**
- *II. Approval of and authorization for Mayor to execute letter of engagement with Danks, Miller & Cory – **Exhibit FF**
- JJ. Adopt Resolution confirming non-appropriation for Thomson Reuters Westlaw subscription agreement and authorization to cancel – **Exhibit GG**
- KK. Concurrence in Madison Square Redevelopment Authority's action to issue request for Proposals in substantially the attached form – **Exhibit HH**
- LL. Accept low quote from Prosperity construction Co. for storm drainage work in Fairfield Subdivision, 115 Stratford Drive – **Exhibit II**
- MM. Approve the appointment of Nelwyn Madison and Terry McMullen to the Planning and Zoning Commission
- NN. Authorize the approval of Don McLemore's response letter on behalf of the City summarizing the agreed upon items between the City and Vaughn Watkins during an on-site meeting on August 17, 2017 at the property belonging to Mr. Watkins, relating to the Rice Road Multi-Use Trail Project Acquisition Parcel Numbers. 001-00-00-W, 001-0-00-E, and 001-00-00-T (Watkins Property) and authorize the Mayor to sign – **Exhibit JJ**

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

DEPARTMENT OF COMMUNITY DEVELOPMENT

Variance Request (#2017-012V) – Gaye Stancel, 322 Cobblestone Drive – Denied

Concerning the request of Gaye Stancel, 322 Cobblestone Drive for a variance to decrease her side yard width from 10' to 4' for the construction of an accessory building, the motion was made by Alderman Hudgins to deny this request. Alderman Strain seconded the motion. Alderman Hudgins stated that similar requests for this type of variance have been denied in the past and he felt the City should remain consistent in its decisions regarding these issues. Documentation relevant to this request is attached hereto and incorporated herein as **Exhibit KK**.

PUBLIC WORKS DEPARTMENT

Final Plat Approval – Grandview East Subdivision, Lots 1, 2, and 3 – Approved

The request was made for final plat approval for Lots 1, 2, and 3 of Grandview East Subdivision. After brief discussion, the motion was made by Alderman Hickok to grant approval of the final plat as presented. Alderman Tatum seconded the motion and the vote was unanimous in favor of approval. Mayor Hawkins Butler declared the motion carried.

Final Plat Approval - Baptist Madison Campus, Phase 1 – Under Review

The request was made for final plat approval for Baptist Madison Campus, Phase 1. After brief discussion, the motion was made by Alderman Hickok to grant approval of the final plat as presented subject to staff review/notes. Alderman Tatum seconded the motion and the vote was unanimous in favor of approval. Mayor Hawkins Butler declared the motion carried.

ENVIRONMENT AND DESIGN DEPARTMENT

Architectural Approval and Building Permit – Cress Starbucks/CSpire - Approved

After presentation of the architectural design and brief discussion, the motion was made by Alderman Strain to grant approval of the architectural design and issue a building permit for the construction of the Cress Starbucks/C Spire building to be located on the

southeast corner of Highway 463 and Highland Colony Parkway. Alderman Tatum seconded the motion. The vote was unanimous in favor of approval and Mayor Hawkins Butler declared the motion carried. Documentation relevant to this request is attached hereto and incorporated herein as **Exhibit MM**.

Architectural Approval and Building Permit – Lot 4B, Fountains of Madison - Approved

After presentation of the architectural design and brief discussion, the motion was made by Alderman Jacobs to grant approval of the architectural design and issue a building permit for Lot 4B, Fountains of Madison. Alderman Bowering seconded the motion. The vote was unanimous in favor of approval and Mayor Hawkins Butler declared the motion carried. Documentation relevant to this request is attached hereto and incorporated herein as **Exhibit NN**.

Consideration of Design Changes and Lift Stop Work Order – Walters' Residence, North Castle Drive

At this time, Mayor Hawkins Butler recused herself from the meeting and Mayor Pro Tempore Warren Strain presided over the remainder of the meeting.

The Stop Work Order is in force and building permit is held for this address pending resolution of design issues. Director of Environment and Design Alan Hoops recommended the addition of an arch over the door, a balcony, more detail and assurance that the detail will remain.

Attorney for Ms. Walters, Mr. David Humphreys, stated that since the Stop Work Order was issued on August 4, 2017, the house has been exposed to the elements and that Ms. Walters has repeatedly provided drawings to Mr. Hoops. Mr. Hudgins stated that Ms. Walters had been advised that she could take necessary steps to protect the house from the elements.

Ms. Peeler pointed out that the approved plans had carried a warning stating that no deviations were permitted.

Mr. Hoops stated that the detail of the balcony is critical to the overall design and that the balcony should not be a fake balcony that will be taken off after the Certificate of occupancy is issued. Mr. Humphreys agreed that the homeowner would not make any changes after receiving the Certificate of Occupancy.

Ms. Walters asked for approval and stated that if the arch over the doorway was the holdup in lifting the stop work order, she would reconsider. After consultation with his client, Mr. Humphreys agreed to place an arch over the front door. Alderman Hudgins made the motion to lift the stop work order with the stipulation that no other changes be made without prior approval as stamped in red on the plans. Alderman Bowering seconded the motion and the vote was unanimous in favor of approval. Mayor Pro Tempore Strain declared the motion carried and Alderman Hudgins asked that all text messages concerning this matter be included in the minutes attached hereto and incorporated herein as **Exhibit OO**.

Mayor Hawkins Butler declared the motion carried and the meeting was adjourned.


Mayor Mary Hawkins Butler

Attest:


Susan B. Crandall, City Clerk