

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

January 16, 2024

**STATE OF MISSISSIPPI
COUNTY OF MADISON**

INTRODUCTION AND ATTENDANCE

Due to inclement weather and icy road conditions, the second regular monthly meeting of the Mayor and Board of Aldermen of the City of Madison, Mississippi was held telephonically on Tuesday, January 16, 2024. Those present by telephone 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 and Administration Susan Crandall, and Chief Deputy City Clerk Lisa Winstead.

Mayor Hawkins Butler called the meeting to order and after the Pledge of Allegiance led by Fire Chief Derrick Layton and a Prayer led by Mayor Hawkins Butler, 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 Bowering made the motion to approve the Consent Agenda as follows:

CONSENT AGENDA

- A. Accept Meeting Minutes and Notices:**
 - 1. Minutes of Second Regular Board Meeting – December 19, 2023
 - 2. Minutes of Special Called Board Meeting – December 22, 2023
 - 3. Minutes of First Regular Board Meeting – January 2, 2024
 - 4. Minutes of Planning & Zoning Commission – December 11, 2023 – **Exhibit A**
- B. Approve Claims Docket: - **Exhibit B****
 - 1. Computer Checks
Checks: 8110-8276
 - 2. Manual Checks/EFTs
Checks: 8104-8108
 - 3. Payroll Checks
Manual EFTs: 28696-28702 (*December*)
Checks: 1804-1814; EFTs: 28703-28928 – 01/12/2024
Disbursement/Manual Checks: 1815-1818 – 01/12/2024
- 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 C****
 - 1. Accept Oath of Office for Police Investigator Harold Poole
 - 2. Accept resignation of Robert N. Chisholm, Police Investigator effective February 2, 2024
 - 3. Accept resignation of Jamiroquan Young, Street Department Laborer effective January 5, 2024
- D. Accept the following proofs of publication: (*Clarion-Ledger*) – **Exhibit D****
 - 1. Advertisement for Bids – Signal Installation & Intersection Improvements
- E. Adopt Resolution Authorizing the Use of Municipal Funds to Buy Advertising from Miss Mississippi Corporation for ad sponsorship of Miss Madison County Gracie Bassett – **Exhibit E****
- F. Adopt Resolution Authorizing the Use of Municipal Funds to Buy Advertising from Ms. Wheelchair Mississippi Foundation – **Exhibit F****

- G. Approval of and authorization to execute Uniti Fiber Service Renewal Order for Internet Upgrade – **Exhibit G**
- H. Approval of and authorization to execute contract with Carousel for IPO Software Support Renewal for telephone system – **Exhibit H**
- I. Approval of and authorization to execute Government Relations Professional Services Agreement with keystone Strategies, LLC – **Exhibit I**
- J. Approval of and authorization to execute Consulting Agreement with Sage Advice, Inc. – **Exhibit J**
- K. Approve Mississippi State University Extension Market Study for the Madison, Mississippi Trade Area – **Exhibit K**
- L. Approve the following monthly departmental reports: - **Exhibit L**
 - 1. Administration & Finance – December 2023 Financials
 - 2. Fire Department – December 2023
 - 3. Police Department – November 2023
- M. Approve travel for Fire Department Lieutenants David Duddleston and Paul Stegall to travel to Meridian, Mississippi for Fundamentals of Urban Search and Rescue class on March 25-29, 2024
- N. Authorization for Fire Department to remove items from inventory as outlined in the attached memorandum – **Exhibit M**
- O. Approve specifications for renovations to Liberty Park fields 1-5 dugouts, press boxes, and concession stand roofs and authorize Dean Architecture to proceed with bidding process – **Exhibit N**
- P. Approve Steve Chisolm, LLC to provide curb and gutter work for Liberty Park and Strawberry Park parking lots at term bid pricing – **Exhibit O**
- Q. Approve Request for Proposals for Liberty Park Splashpad and authorize advertisement – **Exhibit P**
- R. Approve AdCamp, Inc. to repave parking lot at Strawberry Patch Park at term bid pricing – **Exhibit Q**
- S. Approval of and authorization to execute Facility Usage Agreements with Madison Ridgeland Baseball Association, Madison Ridgeland Girls Softball Association, and Madison Ridgeland Soccer Association for 2024 Calendar Year – **Exhibit R**
- T. Authorize a Parks and Recreation representative to travel to Cleveland, Mississippi to attend the MS Recreation & Parks Association Spring Leadership Summit on March 6-7, 2024 – **Exhibit S**
- U. Authorization for Police Department to apply for and execute all necessary documents for the FY2025 MS Office of Highway Safety Traffic Services Grant - **Exhibit T**
- V. Authorization for Police Department to execute documents for the purchase of forensic software developed and manufactured by Magnet Forensics – **Exhibit U**
- W. Approval of and authorization to execute Annual Community Rating System Recertification Form – **Exhibit V**
- X. Approval of and authorization to execute America in Bloom CN EcoConnexions from the Ground Up Grant Agreement – **Exhibit W**
- Y. Approve Professional Services Agreement with Clearwater Group – **Exhibit X**
- Z. Approve Addendum No. 1 for Signal Installation and Intersection Improvements on Highland Colony Parkway at Lake Castle Road and Signal Installation on Highland Colony Parkway at Madison Central Drive Project No. STP-7354-00(006) LPA/ 109219-701000 & 109219-702000 Madison County – **Exhibit Y**

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

ENVIRONMENT AND DESIGN DEPARTMENT – ARCHITECTURAL DESIGN AND BUILDING PERMIT, WHATABURGER – Approved

Environment and Design Department Director Alan Hoops presented the request for architectural design and building permits for Whataburger restaurant to be located at the corner of Main Street and Grandview Boulevard. A motion was made by Alderman Jarvis to grant approval of the architectural design and authorize a building permit contingent upon the agreement that there would be no orange color or signage located on the building. Alderman Peeler seconded the motion and the vote was unanimous in favor of approval. Mayor Hawkins Butler declared the motion carried.

COMMUNITY DEVELOPMENT DEPARTMENT – JASMINE PHILLIPS, 150 LEWIS DRIVE – Approved

Community Development Director Kianca Guyton presented the variance requests of Jasmine Phillips, property owner at 150 Lewis Drive in the North Livingston Overlay District. Ms. Phillips requested approval for a west side yard setback from 50 feet to 30 feet and an east side yard setback from 50 to 34 feet for construction of a home. Ms. Guyton explained that surrounding neighbors agree with this variance and the homeowners' association and Planning and Zoning Commission recommended approval. The motion was made by Alderman Hudgins and seconded by Alderman Strain to grant approval of both variance requests. After a unanimous vote of approval, Mayor Hawkins Butler declared the motion carried. Documentation relevant to these variances is attached hereto as **Exhibit Z**.

COMMUNITY DEVELOPMENT DEPARTMENT – REDEEMED DECKS & OUTDOOR SOLUTIONS – Approved

Ms. Guyton presented the request of Redeemed Decks & Outdoor Solutions, Owner Bert Emrick for the following three variances: two accessory buildings, an accessory building in the front yard, and an accessory building height increase from 10 feet to 18 feet. This property is located at 100 Woodleaf Cove in the Quail Run Subdivision. It was noted that the Planning and Zoning Commission recommended approval and a letter of approval has also been received from the homeowners' association. The motion was made by Alderman Hudgins and seconded by Alderman Tatum to grant approval of all three variance requests. The vote was unanimous in favor of approval and Mayor Hawkins Butler declared the motion carried. Documentation relevant to these variances is attached hereto as **Exhibit AA**.

COMMUNITY DEVELOPMENT DEPARTMENT – PRELIMINARY PLAT FOR GRANDVIEW EAST SUBDIVISION AMENDMENT- Approved

Ms. Guyton presented the preliminary plat amendment for Grandview East Subdivision and stated that the Planning and Zoning Commission recommended approval. Alderman Bowering made the motion to approve the preliminary plat for amendment as presented, seconded by Alderman Tatum and unanimous approved by all Aldermen. Mayor Hawkins Butler declared the motion carried. Documentation pertinent to this request is attached hereto as **Exhibit BB**.


COMMUNITY DEVELOPMENT DEPARTMENT – SITE PLAN, ARCHITECTURAL DESIGN, BUILDING PERMIT – MADISON HEIGHTS CHURCH ADDITION – Approved

Ms. Guyton presented the request of applicant Ken Primos on behalf of Madison Heights Church for site plan, architectural design and building permit approval of an addition to the church for construction of storage space and bathrooms. Alderman Strain made the motion to grant approval, seconded by Alderman Jarvis and unanimously approved. Mayor Hawkins Butler declared the motion carried. Documentation pertinent to this request is attached hereto as **Exhibit CC**.

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


Mary Hawkins Butler, Mayor

Attest:


Susan B. Crandall, City Clerk