

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

**October 1, 2019**

**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, October 1, 2019 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, Steve Hickok, Mike Hudgins, Guy Bowering and Warren Strain, and City Clerk/Director of Finance and Administration Susan Crandall. Alderman Ken Jacobs was absent.

Mayor Hawkins Butler called the meeting to order. After a prayer led by Fire Chief Derrick Layton and the Pledge of Allegiance led by Alderman Bowering, 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. Special Called Board Meeting – September 20, 2019
- B.** Approve Claims Docket
  - 1. Computer Checks  
124573-124724
  - 2. Manual Checks  
124570-124572
  - 3. Payroll Checks  
Checks 37019-34037; EFTs 5128-5325-09/27/19  
Checks: 34038-34041; EFTs 5326-5334-09/30/19  
Disbursement Checks: 34042-34046-09/27/19
- C.** Accept the following proofs of publication: - **Exhibit A**
  - 1. Notice of Garbage Collection Fund (*Journal*)
- D.** Accept the following departmental changes per terms of the Status/Payroll Change Report on file in the Office of the City Clerk: - **Exhibit B**
  - 1. Authorization to re-hire Britt Thomas as full-time Police Officer effective October 7, 2019
  - 2. Accept resignation of Police Dispatcher/Deputy Court Clerk Jacob Lang effective September 18, 2019
  - 3. Authorization to hire Tucker Fowler as part-time, seasonal employee for the Parks Department effective October 2, 2019
  - 4. Authorization for military leave for Police Officer Robert C. Reid effective September 27, 2019
  - 5. Accept Oath of Office for Police Officer John Gray
  - 6. Authorization to hire Amber Pope as Administrative Assistant/Constituent Services effective on or before October 14, 2019
- E.** Authorization for Deputy Clerk Ruth Gibbons to teach a class at and attend the education classes at the MS Association of Governmental Purchasing and Property Agenda (MAGPPA) Conference to be held October 20-23, 2019 in Tupelo, Mississippi – **Exhibit C**

- F. Adopt the following Resolutions Authorizing the Use of Municipal Funds:  
- **Exhibit D**
  - 1. City of Madison Chamber of Commerce (general operating expenses)
  - 2. City of Madison Chamber of Commerce (retirement attraction)
  - 3. General Promotional Effort of City of Madison for Fiscal Year 2020
  - 4. Miss Magnolia State Pageant Sponsorship (\$100.00) – Payton Abner
- G. Authorize petty cash accounts for Fiscal Year 2020 for Finance & Administration and the Police Department
- H. Adopt Resolutions Adjudicating Cost of Cleaning Certain Real Property  
- Galleria Parcels (14 parcels) – **Exhibit E**
- I. Authorize vacation hours carry over from Fiscal Year 2019 to Fiscal Year 2020 as outlined in the Personnel Policies – **Exhibit F**
- J. Reaffirm for lease-purchase quote to be awarded to Trustmark National Bank after review by City Attorney; and to authorize execution of all necessary documents after review of City Attorney – **Exhibit G**
- K. Accept Compliance Questionnaire for Fiscal Year 2019 – **Exhibit H**
- L. Approval of specifications as reviewed by City Attorney and authorize City Clerk to advertise for legal advertisers for calendar year 2020 – **Exhibit I**
- M. Approval of Collins Barr & Hembree, CPA's Engagement Letter for the Fiscal Year 2019 Audit – **Exhibit J**
- N. Approval of appraisal to be conducted on property located at 911 Madison Avenue, Madison County Tax Parcel: 072D-17B-067/00.00 to be conducted by Casey W. Wingfield for an amount not to exceed \$1,500.00. – **Exhibit K**
- O. Approval of and authorization for Mayor to execute agreement with Thomson Reuters for use of West Proflex – **Exhibit L**
- P. Authorization to approve Madison Police Department's unmarked vehicle list for Fiscal Year 2020 – **Exhibit M**
- Q. Authorization for Police Department to purchase ammunition, computer equipment and vehicles at state contract pricing as outlined in the attached memoranda  
- **Exhibit N**
- R. Approval to dispose of and remove from inventory items that are no longer serviceable or damaged beyond repair as outlined in the attached memoranda  
- **Exhibit O**
- S. Accept monthly departmental reports: - **Exhibit P**
  - 1. Administration & Finance – Financials-through August 2019
  - 2. Fire Department – July – August 2019
- T. Approve Public Works Department's purchase of a color copier (to replace the older color copier) from Advantage Business Systems under state contract  
- **Exhibit Q**
- U. Authorization and approval for the Mayor to execute Change Order 1F for the Bruce Campbell Field Runway and Taxiway Lighting, AIP No. 3-28-0046-025-2018 as submitted by Neel-Schaffer – **Exhibit R**
- V. Authorize and approve the Mayor to sign the Acceptance of Nature's Choice Lawn & Landscape proposal to maintain the landscape on additional areas in the City per the attached document for the period of October 1, 2019 through June 20, 2021- **Exhibit S**
- W. Approval of 2019 Scarecrow Festival and associated expenditures, to be held on Thursday, October 10, 2019 – **Exhibit T**

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.

#### **Building and Permits - Stop Work Order**

Mr. Justin Williams of Watkins Roofing Company was present concerning stop work orders that had been placed on three of their recent roofing jobs. He told the Mayor and Board his company takes full responsibility for their error in not obtaining roofing permits for these three projects. They have made changes within their company internal operations for this to not happen again. Watkins Roofing admitted they have been told in the past by the Building Official that if it happened again they would be suspended from being able to do projects in the City of Madison for six months. In addition, they have also been fined but still continued the work. After discussion, Alderman Hickok made the motion to suspend Watkins Roofing Company for six months effective today,

October 1, 2019. Alderman Tatum seconded the motion which was unanimously approved and Mayor Hawkins Butler declared the motion carried.

With no further business for discussion, the motion was duly made by Alderman Strain, seconded by Alderman Bowering and unanimously carried to adjourn the meeting. Mayor Hawkins Butler declared the meeting adjourned.

  
Mayor Mary Hawkins Butler

Attest:

  
Susan B. Crandall, City Clerk