

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

**October 18, 2022**

**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, October 18, 2022 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, 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. Alderman Jarvis was present by telephone.

After a Prayer led by Public Works Director Dexter Shelby and the Pledge of Allegiance led by Alderman Tankersley, the meeting proceeded as follows:

**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 for discussion and Alderman Bowering then made the motion to approve the Consent Agenda as follows:

**CONSENT AGENDA**

- A. Accept Meeting Minutes and Notices: - Exhibit A**
  - 1. Minutes of Special Called Meeting – October 4, 2022
  - 2. Minutes of First Regular Board Meeting – October 4, 2022
  - 3. Notice of Special Called Meeting – October 4, 2022
  - 4. Notice of Special Called Work Session – October 11, 2022
- B. Approve Claims Docket – Exhibit B**
  - 1. Computer Checks  
Checks: 3159-3315
  - 2. Manual Checks/EFTs  
Checks: 3156-3158  
EFTs: 21303-21307
  - 3. Payroll Checks  
Checks: 1298-1307; EFTs: 21088-21302 – 10/07/2022  
Manual/Disbursement Checks: 1308-1310 – 10/07/2022
- 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 Officer Victor Reyna
  - 2. Accept resignation of William R. Hall, Building Inspector effective October 26, 2022
  - 3. Accept resignation of Carl Hartzog, Water & Sewer Superintendent effective October 13, 2022
  - 4. Accept resignation of Howard Webb, Water Department Office Manager effective October 26, 2022
  - 5. Accept resignation of Andrew Davis, Police Officer effective October 31, 2022
  - 6. Accept resignation of Jeremy Slaven, Police Lieutenant effective October 31, 2022
  - 7. Authorization to declare the following Parks Department part-time/seasonal employee as inactive as requested by Parks & Recreation Director Cole Smith: Eli Herrington, Samuel Lee, Anna Montgomery, Joshua Pepper
  - 8. Authorization to hire Maurice Perkins, Jr. as full-time Street Department Laborer with effective date to be determined
- D. Appoint Steve Greenough to the Water Appeals Board**



- E. Adopt Resolution Authorizing the Use of Municipal Funds for General Promotional Efforts of the City of Madison for Fiscal Year 2023 – **Exhibit D**
- F. Authorize petty cash accounts for Fiscal Year 2023 for the Administration & Finance and Police Departments
- G. Authorize unused holiday/vacation hours carry over from Fiscal Year 2022 to Fiscal Year 2023 as outlined in the Personnel Policies – **Exhibit E**
- H. Approval of and authorization to execute Public Depositor Annual Report for Fiscal Year Ending September 30, 2022 – **Exhibit F**
- I. Approval of and authorization to execute Compliance Questionnaire for Fiscal Year 2022 – **Exhibit G**
- J. Authorization for Administration & Finance Department to purchase one (1) Toshiba 6516C copier at state contract pricing – **Exhibit H**
- K. Accept quotes for five-year lease purchase bids for two (2) Water Department vehicles and award financing to Origin Bank as lowest and best bid – **Exhibit I**
- L. Accept Monthly Departmental Reports: - **Exhibit J**
  - 1. Public Works Department – September 2022
- M. Accept Irrevocable Standby Letter of Credit No. 22-084-SP for Whittington Subdivision, Phase 3 – **Exhibit K**
- N. Authorization for Dexter Shelby, Public Works Director and Zachary Floyd, Water Department Operator to attend the MS Rural Water Association and MS State Department of Health Water Certification Short Course in Pearl, Mississippi on November 7-10, 2022 – **Exhibit L**
- O. Authorization for Amy Cummins and Tona Becker to attend the Welcome Home Mississippi meeting in Vicksburg, Mississippi on November 3-4, 2022
- P. Approval of and authorization for Parks and Recreation Director Cole Smith to execute Outright Purchase Form with Turf Tank
- Q. Authorization for Temporary Storage Unit Permit for Dan Miller, 318 Sunny Ridge Court from October 4, 2022 through December 1, 2022 – **Exhibit M**
- R. Authorization for Temporary Storage Unit Permit for placement of three (3) containers at Walmart for their holiday sales from October 18, 2022 through December 1, 2022 – **Exhibit N**
- S. Authorization for the Parks & Recreation Department to purchase the following items at state contract pricing: - **Exhibit O**
  - 1. Dodge Ram 1500 Crew Cab 4WD from Kirk Auto World
  - 2. ExMark 72" Lazer Z X-Series zero turn mower from Hartley Equipment
- T. Accept unmarked vehicle list for Madison Police Department – **Exhibit P**
- U. Authorization for Police Department to renew annual maintenance contract with Stonehenge Properties Ltd – Revord for the period of October 31, 2022 – October 31, 2023 – **Exhibit Q**
- V. Authorization for Police Department to execute renewal of agreement with the HIDTA State and Local Task Force effective October 2022 through September 2026 – **Exhibit R**
- W. Authorization for Police Department to electronically execute and submit the annual Department of Justice Equitable Sharing report and certification for Fiscal Year 2022 – **Exhibit S**
- X. Authorization for Police Department to purchase department ammunition at state contract pricing as outlined in the attached memorandum – **Exhibit T**
- Y. Accept quotes and authorize the purchase of equipment for Police Department Unit 2204 from Rick's ProSport as lowest and best quote – **Exhibit U**
- Z. Approval of and authorization for City Clerk to execute credit application with Bass Pro Shop – **Exhibit V**
- AA. Approve Proposal and Contract with Adcamp, Inc. for Base Repair at Waterford Square – **Exhibit W**
- BB. A Resolution by the Board of Aldermen of the City of Madison, Mississippi to Declare That Certain Portion of West Hoy Road Public Right-of-Way and for Related Purposes – **Exhibit X**
- CC. Authorize the Submission of a Consultant Selection Letter for the New Traffic Signal and Geometric Improvements on Highland Colony Parkway at Lake Castle Drive (Project: STP-7354-00(006)LPA/109219/701000 – **Exhibit Y**
- DD. Authorize the Submission of a Consultant Selection Letter for the New Traffic Signal at Highland Colony Parkway at Madison Central Drive (Project: STP-7354 00(006)LPA/109219/702000 – **Exhibit Z**



- EE. Approval of and authorization to execute SF424 and associated documents for Proposed FY2023 BILS Project, Rehabilitate Runway Markings for the Bruce Campbell Field – **Exhibit AA**
- FF. Authorization for Police Department to purchase on-line software program Clearview – **Exhibit BB**

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

#### **PUBLIC HEARING FOR CLEANING OF PRIVATE PROPERTY, WIND DANCE DRIVE**

The Mayor opened the Public Hearing for discussion regarding cleaning of the following lots located on Wind Dance Drive:

- Lot 14, Parcel #081H-34-422/00.00
- Lot 24, Parcel #081H-34-426/00.00
- Lot 25, Parcel #081H-34-427/00.00
- Lot 26, Parcel #081H-34-428/00.00
- Lot 27, Parcel #081H-34-429/00.00
- Lot 28, Parcel #081H-34-430/00.00

Code Enforcement Officer Steve Greenough stated that all lots are currently vacant and that only one of them, Lot 25 has been cut and cleaned. Mr. George G....., II, property owner for Lots 14, 26, and 27, was in attendance at the meeting. He addressed the Board and Mr. Greenough stating that Lots 26 and 27 are both wooded and asking to what extent they should be cleaned. After brief discussion, it was determined that he would work through this issue with Mr. Greenough. The Public Hearing was closed and a motion was made by Alderman Bowering to adopt cleaning resolutions for all six of these lots to provide authorization for the City to have the properties cleaned and maintained should the owners not do so themselves. Alderman Tankersley seconded the motion and the vote was unanimous in favor of approval. Mayor Hawkins Butler declared the motion carried. The Resolutions are attached hereto and incorporated herein as **Exhibit CC**.

#### **PUBLIC HEARING FOR CLEANING OF PRIVATE PROPERTY, HIGHWAY 51/OAK PARK**

The Mayor opened the Public Hearing for discussion regarding cleaning of the following lots:

Highway 51

- Lot 106X86X160X156 in Lot 3 EJ Lee, Parcel #072C-08A-066/00.00
- Oak Park Drive and either side of Oak Park Drive  
(Parcels #072B-09B-004/00.00, #072C-08A-069/01.00, #072B-09B-001/06.00)
- 1146 Highway 51, Parcel #072C-08A-069/02.00

Code Enforcement Officer Steve Greenough spoke to all property owners including Mr. Spivey who was present at the meeting, regarding the condition of these parcels and all issues are being resolved. Mr. Davis Moody was present at the meeting and addressed the Mayor and Board stating that he has been raising monarch butterflies at this location. With no further discussion, the Public Hearing was closed.

#### **COMMUNITY DEVELOPMENT DEPARTMENT**

##### **Variance, 1122 Benbrook Drive**

Community Development Director Kianca Guyton presented the request of Walter & Judy DeLoach for a variance to allow for an accessory structure side yard setback from 10' to 8' as recommended by the Planning and Zoning Commission after it's second review of the request. Ms. Bane, and her son John, who are neighbors to the DeLoaches, were in attendance at the meeting and requested that the City deny the variance to 8' explaining that the structure would be very close to their back window. After brief consideration, the motion was made by Alderman Hudgins, and seconded by Alderman Strain to grant approval of the variance from 10' to 8' as recommended by the Planning and Zoning Commission. The vote was unanimous in favor of approval and Mayor Hawkins Butler declared the motion carried. Documents relevant to this request are attached as **Exhibit DD**.



#### **Variances, 458 Whittington Circle**

Ms. Guyton presented the following variance requests for Johnny Jordan for construction of his home at 458 Whittington Circle. After brief discussion, motions were made and approved as follows. Documentation relevant to these variances is attached at **Exhibit EE**.

The motion was made by Alderman Tatum to grant approval to allow for a front yard setback decrease from 25' to 18'. Alderman Tankersley seconded the motion and the vote was unanimous in favor of approval. Mayor Hawkins Butler declared the motion carried.

The motion was made by Alderman Tatum to grant approval to allow for a rear yard setback decrease from 25' to 15'. Alderman Strain seconded the motion and the vote was unanimous in favor of approval. Mayor Hawkins Butler declared the motion carried.

#### **Variance – Old Walgreens Property Renovation, 1089 Highway 51**

Property owner Bridgforth Rutledge requested a variance of side yard setback decrease from 20' to 13' for greenspace on south side of parking spaces along W. Hoy Road to allow for renovation of property. The motion was made by Alderman Tatum to grant approval of this variance as requested. A second of the motion was made by Alderman Strain 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 FF**.

#### **Site Plan – Old Walgreens Property Renovation, 1089 Highway 51**

The motion was made by Alderman Bowering to grant approval of the site plan for property renovation at 1089 Highway 51 contingent upon staff notes with regard to proposed pick-up windows, parking, landscaping and other issues. Alderman Tatum seconded the motion and the vote was unanimous in favor of approval. Mayor Hawkins Butler declared the motion carried. Documentation relevant to this site plan is attachment hereto as **Exhibit GG**.

#### **Architectural Design and Building Permit**

After presentation by Director of Environment and Design Alan Hoops, a motion was made by Alderman Strain to grant approval of the architectural renderings for renovation of the old Walgreens building located at 1089 Highway 51 and to authorize the issuance of a building permit. The motion was seconded by Alderman Tankersley. The vote was unanimous in favor of approval and Mayor Hawkins Butler declared the motion carried.

#### **Site Plan – Take Five Oil Change Drive Cut-Through**

A motion was made by Alderman Tatum to approve the site plan request for modification of the existing access drive into the Take Five Oil Change property to provide access to the adjacent property to the west. Alderman Tankersley seconded the motion and the vote was unanimous in favor of approval. Mayor Hawkins Butler declared the motion carried. Supporting documentation is attached hereto as **Exhibit HH**.

#### **Variances – 136 Castle Circle**

Ms. Guyton presented the following variance requests of John Albritton, III for expansion and remodeling of his home at 136 Castle Circle. After brief discussion, motions were made and approved as follows. Documentation relevant to these variances is attached as **Exhibit II**.

A motion was made by Alderman Strain to approval a variance request for front yard setback decrease from 100' to 67'. Alderman Bowering seconded the motion and the vote was unanimous in favor of approval. Mayor Hawkins Butler declared the motion carried.

A motion was made by Alderman Strain to approval a variance request for side yard width setback decrease from 15' to 13'. Alderman Tatum seconded the motion and the vote was unanimous in favor of approval. Mayor Hawkins Butler declared the motion carried.



**Site Plan, Architectural Approval and Building Permit – K-5 After School Daycare**

The site plan and architectural renderings were presented for the Madison Preschool K-5 After School Day Care at 107 Homestead Drive, Homestead Office Park. The motion was made by Alderman Peeler and seconded by Alderman Tankersley to grant approval and to authorize the issuance of a building permit. The vote was unanimous in favor of approval and Mayor Hawkins Butler declared the motion carried. Documentation relevant to these requests is attached as **Exhibit JJ**.

**Site Plan, Architectural Approval and Building Permit - Chipotle Restaurant**

After brief discussion, the motion was made by Alderman Hudgins to grant approval of the site plan and architectural renderings for construction of a Chipotle restaurant to be located on Grandview Boulevard near the existing Zaxby's Restaurant, contingent upon design details being worked out with Director of Environment and Design Alan Hoops. Alderman Strain seconded the motion and the vote was unanimous in favor of approval. Mayor Hawkins Butler declared the motion carried. Supporting documentation is attached hereto as **Exhibit KK**.


**Site Plan, The Village at Madison, Phase 2, Building D**

Alderman Strain made the motion to grant approval of the site plan for a new commercial building to be located near the existing Half Shell Oyster House in Phase 2 of The Village of Madison. The motion was seconded by Alderman Bowering and the vote was unanimous in favor of approval. Mayor Hawkins Butler declared the motion carried. Documentation relevant to this request is attached as **Exhibit LL**.

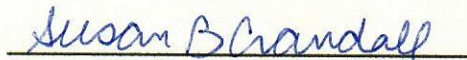
**Site Plan – The Avenue at Grandview, Phase 2**

Alderman Hudgins made a motion to grant approval of the site plan for Phase 2 of The Avenue at Grandview on the frontage property across the street from the existing Sam's Club, Miskelly's Furniture and Malco Theatre. The motion was seconded by Alderman Tatum and unanimously approved by all Aldermen. Mayor Hawkins Butler declared the motion carried. Supporting documentation is attached as **Exhibit MM**.

With no further business for discussion, Mayor Hawkins Butler asked for a motion to declare the meeting adjourned. Alderman Bowering made the motion, seconded by Alderman Strain and the vote was unanimous in favor of approval. The motion was declared carried and the meeting was adjourned.

  
Mary Hawkins Butler, Mayor

Attest:

  
Susan B. Crandall, City Clerk