

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

April 16, 2024

**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, April 16, 2024 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, and Chief Deputy City Clerk Lisa Winstead. City Clerk/Director of Finance & Administration Susan Crandall was absent.

Mayor Hawkins Butler called the meeting to order and after a prayer led by ROTC Cadet Derek Mozee and the Pledge of Allegiance led by ROTC Cadet Halaina Diaz, the meeting proceeded as follows:

PRESENTATION TO MADISON CENTRAL JUNIOR ROTC

At this time, Mayor Hawkins Butler welcomed members of the Madison Central Junior ROTC and presented them with Certificates of Appreciation for their assistance with the Hazardous Waste Disposal Day recently held at Madison Central High School. A list of those participants is attached hereto 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 for discussion. There were no items removed but corrections were made to Items D: 8 and 9 to properly reflect the job titles as: *Police Dispatcher/Deputy Court Clerk*. With no further amendments, Alderman Bowering made the motion to approve the Consent Agenda as follows:

CONSENT AGENDA

- A. Accept Meeting Minutes and Notices: - Exhibit B**
 - 1. Minutes of First Regular Board Meeting – April 2, 2024
 - 2. Minutes of Planning & Zoning Commission – February 12, 2024
 - 3. Minutes of Planning & Zoning Commission – March 11, 2024
- B. Approve Claims Docket – Exhibit C**
 - 1. Computer Checks
Checks: 9137-9314; EFT: 230
 - 2. Manual Checks/EFTs
Checks: 9129-9136
 - 3. Payroll Checks
Checks: 1907-1914; EFTs: 30100-30324 – April 5, 2024
Disbursement/Manual Checks: 1915-1918 – April 5, 2024
- C. Approve Uniti Green Light for fiber construction to new City Hall site – Exhibit D**
- D. Accept the following departmental changes/documents per terms of the Status/Payroll Change Report on file in the Office of the City Clerk: - Exhibit E**
 - 1. Accept Oath of Office for Police Officer Jacarra A. Jackson
 - 2. Accept Oath of Office for Police Officer Eddie H. Moore
 - 3. Authorization to hire Pam Cotten as part-time Deputy City Clerk effective date to be determined
 - 4. Authorization to hire Daniel Moulder as full-time Firefighter effective April 18, 2024

5. Authorization to transfer Claire Bonvillain from Legal Administrative Assistant to Building Permits Clerk effective April 15, 2024
6. Authorization to hire Christopher Hanna as full-time Police Officer effective April 19, 2024
7. Authorization to hire Carroll Walker, III as full-time Police Officer effective May 17, 2024
8. Authorization to hire Rachel Hawkins as full-time Police Dispatcher contingent upon pre-employment testing and effective date of hire to be determined
9. Authorization to hire Brett Ware as full-time Police Dispatcher contingent upon pre-employment testing and effective date of hire to be determined
- E. Approve the MS Department of Finance and Administration Office of Purchasing, Travel and Fleet Management Procurement Card Services Program – Agency Billing Account Request Form for Business Development – **Exhibit F**
- F. Authorization to Advertise for Bids for the City of Madison Fire Station No. 3 Addition
- G. Approval of and authorization to execute Asbestos Inspection Proposal for the Old Madison Ridgeland High School Roof – **Exhibit G**
- H. Approval of and authorization to execute Unmanned Aircraft System Insurance Application (drone policy) with Aviation Insurance Managers, Inc./Meyer and Rosenbaum, Agent for the period of May 8, 2024 – May 8, 2025 – **Exhibit H**
- I. Accept monthly departmental reports: - **Exhibit I**
 1. Administration & Finance – Financials through March 2024
 2. Fire Department – March 2024
- J. Approval of and authorization to execute Full Coverage Contract Agreement with Terry Service effective April 1, 2024 – **Exhibit J**
- K. Adopt Resolution Authorizing the Use of Municipal Funds to Buy Advertising from MS Center for Police & Sheriffs for sponsorship of 2024 Top Cop Awards - **Exhibit K**
- L. Adopt Resolution Authorizing the Use of Municipal Funds to Buy Advertising from St. Joseph Catholic School for sponsorship of 2024 Bruin Burn Tropical 5K Run - **Exhibit L**
- M. Approve MS Department of Wildlife, Fisheries, and Parks Land and Water Conservation Fund Quarterly Progress Report for the Liberty Park Playground Improvements, Project 28-00697 – **Exhibit M**
- N. Approve payment to Bufkin Mechanical, Inc. for emergency repairs to broken water main at the Liberty Park concession stand – **Exhibit N**
- O. Accept quotes and award to Stribling Equipment as lowest and best provider for repairs to a Case 590SN backhoe, VIN 5795 – **Exhibit O**
- P. Approval of and authorization for Police Department to execute agreement with the MS Bureau of Narcotics for investigative purposes – **Exhibit P**
- Q. Authorization for Police Department to purchase from State Farm Insurance as outlined in the attached memorandum – **Exhibit Q**
- R. Authorization for City Attorney Chelsea Brannon to travel to Gulfport, MS for the Municipal Attorneys Association conference on June 23-25, 2024
- S. Authorization for Police Department to publicly post Notice of Intention to Dispose of Abandoned Property – **Exhibit R**
- T. Approval of and authorization for Mayor to execute EWP Request for Assistance Letters for Brashear, Haley, and Hearn Creek sites – **Exhibit S**
- U. Adopt Resolution by the Board of Aldermen of the City of Madison, Mississippi to Ratify Emergency Agreement with ServPro for the Madison Cultural Arts Center and for Related Purposes – **Exhibit T**
- V. Approval of and authorization for Mayor to execute Repeater Installation Agreement with CSpire for the Public Works Complex – **Exhibit U**
- W. Authorization for Kianca Guyton to attend Association of Floodplain Managers Spring Conference in Natchez, MS on May 14-16, 2024
- X. Authorization to set a Public Hearing on May 7, 2024 at 6:00 p.m. for City Redistricting
- Y. Accept Estimate from Steve Chisholm, LLC for removal of five (5) trees on back property line of Montgomery House – **Exhibit V**
- Z. Authorize Final Plat Approval of Grandview East Subdivision Amendment, Lot 4

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.

COMMUNITY DEVELOPMENT DEPARTMENT

Concept Plan, Dogwood Subdivision – Approved

Community Development Director Kianca Guyton presented the request of Applicant, Andrew Marsh for approval of a concept plan for a preliminary plat for the proposed development of Dogwood Subdivision. This development consists of 4 lots located at the corner of Green Oak Lane and Dogwood Lane. Ms. Guyton stated that the Planning and Zoning Commission recommended approval. She also recommended approved contingent upon working through some covenant issues with the developer. The motion to approve was made by Alderman Tankersley, seconded by Alderman Jarvis, and unanimously approved. Mayor Hawkins Butler declared the motion carried. Documentation relevant to this request is attached hereto as **Exhibit W**.

Preliminary Plat, Amendment of Whittington – Approved

On behalf of owners, Ken & Anastasia Jones, Ms. Guyton presented the request for approval of a preliminary plat to expand Lot 155, Phase 5 at 101 Eastwick Loop. Both the Planning and Zoning Commission and Community Development Department recommended approval of this request. A motion to approve was made by Alderman Tatum and seconded by Alderman Strain. Following a vote of unanimous approval, Mayor Hawkins Butler declared the motion carried. Documentation concerning this request is attached hereto as **Exhibit X**.

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

