

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

**April 2, 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 2, 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, 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 Janie Jarvis was absent.

Mayor Hawkins Butler called the meeting to order and after a prayer led by Katy Mahan and the Pledge of Allegiance led by Addie Britt, the meeting proceeded as follows:

**PRESENTATION TO KEN HACKMAN**

At this time, Mayor Hawkins Butler welcomed members of the Mayor's Youth Council and the Center Players to the Board meeting. A special presentation of a Proclamation was made to Mr. Ken Hackman who was present at the meeting along with his wife (Ruth) daughters (Allyn and Amanda), and in-laws (Mr. and Mrs. Broom). A copy of the Proclamation 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 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 – March 19, 2024
- B. Approve Claims Docket – **Exhibit B**
  - 1. Computer Checks  
Checks: 8972-9128
  - 2. Manual Checks/EFTs  
Checks: 8963-8969
  - 3. Payroll Checks  
Checks: 1888-1898; EFTs: 29860-30085 – March 22, 2024  
Disbursement/Manual Checks: 1899-1902 – March 22, 2024  
Checks: 1903-1906; EFTs: 30086-30094 – March 31, 2024  
Disbursement EFTs: 30095-30099 (February 2024)
- C. Accept Proclamation by the Mayor in celebration of Elbert Hilliard – **Exhibit C**
- 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 D**
  - 1. Accept Oath of Office for Police Dispatcher/Deputy Court Clerk Laura Palmer
  - 2. Authorization to hire Eddie H. Moore as full-time Police Officer effective April 5, 2024
  - 3. Authorization to hire Taurean Hunter as full-time Street Department Laborer effective April 4, 2024
  - 4. Authorization to transfer Valeria Cotten from the position of Senior Permits Clerk for the Building Department to Compliance Officer for the Community Development Department effective April 4, 2024
- E. Approval of and authorization for Assistant City Clerk Nathan Hanson to execute Annual Fire Code Update FY-2024 – **Exhibit E**
- F. Accept the following Letters of Credit from Trustmark National Bank: - **Exhibit F**



1. Amendment No. TEN to Irrevocable Standby Letter of Credit No. 16-015-SP Originally dated March 1, 2016 Phase 2-A Fontanelle Subdivision
  2. Amendment No EIGHT to Irrevocable Standby Letter of Credit No. 17-072-SP Originally dated September 13, 2017 Phase 2-B Fontanelle Subdivision
  3. Amendment No. ONE to Irrevocable Standby Letter of Credit No. 22-104-SP Originally dated December 14, 2022 Phase 2-C Fontanelle Subdivision
- G. Approval of and authorization to execute 2024 Keep America Beautiful Grant Agreement and the Great American Cleanup Grant Application – **Exhibit G**
  - H. Accept quotes and authorize the purchase of a spare 400HP turbine backup motor for the Tisdale water well from Thompson Brother Drilling as lowest and best provider – **Exhibit H**
  - I. Accept monthly departmental reports: - Police Department – February 2024 – **Exhibit I**
  - J. Approval of and authorization to execute Agreement with JBHM Architects, P.A. for Re-Roofing of 1936 Madison-Ridgeland High School Gymnasium – **Exhibit J**
  - K. Approval of and authorization to execute Tuition Assistance Agreement between Firefighter Logan Cross and the City of Madison – **Exhibit K**
  - L. Authorization for Fire Department to apply for the FY2024 Homeland Security Grant
  - M. Accept quotes and award to DLC Tree and Land Services as lowest and best provider for the removal of trees along Deer Ridge Drive – **Exhibit L**
  - N. Authorization to declare as surplus and auction two Public Works vehicles (#S0601 and #W0816) as outlined in the attached memorandum – **Exhibit M**
  - O. Approval of Contract with M&R Protective Systems, Inc. for fire alarm monitoring system at the Public Works Complex – **Exhibit N**
  - P. Approval of and authorization for City Clerk to execute Credit Application & Agreement with Holcim as requested by the Public Works Department
  - Q. Approval of and authorization to execute the Cooperation Agreement Between Madison County, Mississippi and the City and the Madison, Mississippi Regarding the Funding of Certain Road Improvements Located within the City of Madison (Madison County 2024 Road Plan) – **Exhibit O**
  - R. Accept quotes and award to Covington Sales and Services as lowest and best provider for the purchase of Falcon asphalt hot box equipment – **Exhibit P**
  - S. Authorization for Steve Chisholm, LLC to repair sections of sidewalk at Avonlea Drive at term bid pricing – **Exhibit Q**
  - T. Accept quotes and award to Steve Chisholm, LLC as lowest and best provider for the removal of trees on Cambridge Drive – **Exhibit R**
  - U. Authorization to extend Resolution Confirming Continued State of Emergency in Response to the Extreme Drought and Subsequent Infestation of Invasive, Damaging Beetles Resulting in Widespread Damage to Trees and Requesting Emergency Assistance - **Exhibit S**
  - V. Adopt Resolutions Adjudicating Costs of Cleaning Certain Real Property: - **Exhibit T**  
1.) 412 Post Oak Cove 2.) 138 Sunflower Drive
  - W. Accept documentation from Cypress Lake Property Owners Association confirming approval of Bear Creek Water Tower near Madison Middle School - **Exhibit U**

Alderman Tatum 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**

### **BEAR CREEK WATER TOWER, SPECIAL EXCEPTION AND SITE PLAN – Approved**

Ms. Kianca Guyton, Community Development Director presented the request of Bear Creek Water Association for special exception and site plan approval for conditional use to allow for a quasi-public utility water tower placement on property owned by the Madison County School District at 1365 Mannsdale Road. She recommended approval and stated that letters of concurrence had been received from the property owners' associations of both Cypress Lake and Fairfield subdivisions. Copies of those letters/emails and other associated documents are attached hereto as **Exhibit V**. A motion was made by Alderman Strain to grant approval of the special exception and site plan requests. Alderman Hudgins seconded the motion and the vote was unanimous in favor of approval. Mayor Hawkins Butler declared the motion carried.

### **MADISON RIDGELAND ACADEMY PERFORMING ARTS PRACTICE FACILITY – SITE PLAN – Approved**

The request of Madison Ridgeland Academy for approval of the site plan and architectural rendering for their Performing Arts Practice Facility was presented and recommended for approval by Ms. Guyton and the Planning and Zoning Commission. After brief discussion, the motion was made by Alderman Tankersley to grant approval as requested, seconded




by Alderman Strain and unanimously approved by all Aldermen. Mayor Hawkins Butler declared the motion carried. Documentation relevant to this request is attached hereto and **Exhibit W**.

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.

  
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Mary Hawkins Butler, Mayor

Attest:

  
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Susan B. Crandall, City Clerk

