

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

**May 16, 2023**

**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, May 16, 2023 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, Pat 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 a prayer led by Alderman Bowering and the Pledge of Allegiance led by Alderman Peeler, 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 Alderman Bowering made the motion to approve the Consent Agenda as follows:

**CONSENT AGENDA**

- A. Accept Meeting Minutes and Notices:
  - 1. Minutes of First Regular Board Meeting – May 2, 2023
- B. Approve Claims Docket – **Exhibit A**
  - 1. Computer Checks
    - Checks: 5349-5553
  - 2. Manual Checks/EFTs/VOIDs
    - Checks: 5342-5348
    - Voids: 4941 (April)
  - 3. Payroll Checks
    - Checks: 1516-1521; EFTs: 24563-24785 – 05/05/2023
    - Disbursement Checks: 1522-1525 – 05/05/2023
    - Disbursement EFTs: 24786-24790 (April)
- 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 B**
  - 1. Accept resignation of Firefighter Joshua Hudgens effective May 24, 2023
  - 2. Authorization to hire Caleb Scarbrough as full-time Field Crew Laborer for the Parks & Recreation Department effective May 18, 2023
  - 3. Authorization to hire Xzavier Fleming as full-time Police Officer effective June 19, 2023
  - 4. Authorization to hire Nicholas Oster as full-time Police Officer effective June 19, 2023
  - 5. Accept Oath of Office for part-time Police Officer/Code Enforcement Officer Charles (Chuck) Harrison, III
  - 6. Acknowledge end of military leave status for Police Officer Jabral Sheriff and reinstatement to work effective May 1, 2023
  - 7. Authorization of leave-of-absence for part-time Webster Animal Shelter employee, Brian Newman effective May 20, 2023 through September 8, 2023
  - 8. Authorization to hire Jamiroquan Young as full-time Street Department Laborer effective May 18, 2023
- D. Accept the following monthly departmental reports: - **Exhibit C**
  - 1. Administration & Finance – April 2023 Financial Reports



- E. Approval of and authorization to execute Amendment to 16<sup>th</sup> Section Other Property Lease Contracts for: - **Exhibit D**
  - 1. 10.45-acre lease (Airport Runway); Parcel #072E-16C-001: File #35
  - 2. 14.92 Runway Protection Zone; File #36
  - 3. 11-acre Tree Trimming Easement; File #317
- F. Adopt Resolution Adjudicating Cost of Cleaning Certain Real Property for Ash Tree Lane, Lots 13,14,16, and 39 – **Exhibit E**
- G. Approval of and authorization for City Clerk to execute the Dell & Xima Renewal Agreement for the NWS Carousel telephone system – **Exhibit F**
- H. Approval for Taylor Sudden Service to repair oil leak on generator engine at the Highway 51/Tisdale Road water tank – **Exhibit G**
- I. Authorization for Parks & Recreation Department to remove items from inventory and declare as surplus property as outlined in the attached memorandum – **Exhibit H**
- J. Accept quotes and approve Willoughby painting, LLC as the lowest and best proposal for the restoration of auditorium chairs for City Hall – **Exhibit I**
- K. Authorization for Code Enforcement Officer Steve Greenough to attend the MS Association of Code Enforcement (MACE) conference in Biloxi, MS on August 16-18, 2023 – **Exhibit J**
- L. Approve request for placement of POD at 287 Lisa Circle from May 12 to June 12, 2023 – **Exhibit K**
- M. Approve new Agreement with AT&T for phone service at new City Hall contingent upon final view by City Attorney – **Exhibit L**

Alderman Jarvis 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**

##### **VARIANCE, ARLINGTON @ COLONY PARK - Approved**

Community Development Director Kianca Guyton presented the request of Lake Castle Development, LLC for a variance to allow for a rear yard setback decrease from 20 feet to 8 feet on Lots 21-24 of Arlington @ Colony Park. She stated the Planning & Zoning Commission and the Community Development Department recommend approval of this request contingent upon a fence being constructed, by the developer, around the retention pond on the property. A motion was made by Alderman Strain to grant approval of this request with contingencies as noted. Alderman Peeler seconded the motion and the vote was unanimous in favor of approval. Mayor Hawkins Butler declared the motion carried. Documentation relevant to this request is attached hereto and incorporated herein as **Exhibit M**.

##### **VARIANCE, 241 ASHWORTH CIRCLE – Approved**

Mr. Steven T. Johnson was present at the meeting on behalf of his request for a variance to allow for an accessory building height increase from 10 feet to 24.5 on his property located at 241 Ashworth Circle in Whittington Subdivision. Community Development Director Kianca Guyton recommended approval of this request based on the deed restriction, and homeowners' association and Planning & Zoning Commission recommendations. Alderman Tatum made the motion to grant approval, seconded by Alderman Strain, and unanimously approved by all Aldermen. Mayor Hawkins Butler declared the motion carried. Attached as **Exhibit N**, is documentation pertinent to this request.

##### **VARIANCE, 106 ANNA COVE – Approved**

Mr. Blakely Walden was present at the meeting to request a variance to allow for an accessory building (cabana) height increase from 10 feet to 17 feet, 10 inches on his property located at 106 Anna Cove. Adjacent property owners, the homeowners' association and the Planning & Zoning Commission all recommended approval of the request, as did Community Development Director Kianca Guyton. Alderman Tankersley made a motion to grant approval of this variance, seconded by Alderman Tatum. The vote was unanimous in favor of approval and Mayor Hawkins Butler declared the motion carried. Supporting documentation relevant to this request is attached hereto and incorporated herein as **Exhibit O**.



**SITE PLAN AMENDMENT, TEMPORARY ROAD ACCESS FOR OLD WALGREENS  
PROPERTY TO TAKE FIVE OIL CHANGE – Approved**

Community Development Director Kianca Guyton presented the request of Bridgforth Rutledge of Madison Management, LLC for the approval of a site plan amendment to show temporary road access through the Old Walgreens Property to Take 5 Oil Change. This amendment is requested to allow for use of a temporary road for access while working on the buildings. The motion was made by Alderman Bowering to grant approval of the amendment as requested. 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 request is attached hereto and **Exhibit P**.

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 Jarvis 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