

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

July 18, 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, July 18, 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, Patricia Peeler (*entered the Courtroom after the Consent Agenda was approved*), 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 Hudgins, 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 removals and Alderman Bowering made the motion to approve the Consent Agenda as follows:

CONSENT AGENDA

- A. Accept Meeting Minutes and Notices: - Exhibit A**
 - 1. Minutes of First Regular Board Meeting – July 5, 2023
 - 2. Notice of Regular Work Session Change – July 5, 2023
 - 3. Notice of Regular Board Meeting Change – July 5, 2023
- B. Approve Claims Docket – Exhibit B**
 - 1. Computer Checks
Checks: 6105-6277
 - 2. Manual Checks/EFTs
Checks: 6102-6104
 - 3. Payroll Checks
Checks: 1580-1592; EFTs: 25724-25944 – 07/14/2023
Disbursement Checks: 1593-1597 – 07/14/2023
Disbursement EFTs: 25717-25723 (June)
 - 4. Voided Check/EFTs Report: (June)
- 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 resignation of Caleb Scarbrough, Parks & Recreation Laborer effective July 11, 2023
 - 2. Authorization to hire Kyle Christian as full-time Police Officer effective July 19, 2023
 - 3. Accept resignation of Jessica Koenig, Police Dispatcher effective July 24, 2023
 - 4. Authorization to hire Andrew Brooks as Water Department Laborer effective July 19, 2023
 - 5. Accept retirement of Ruben Young, Street Department Mechanic Assistant effective June 30, 2023
 - 6. Authorization to hire Shannon Nester as full-time Kennel Worker for Webster Shelter effective July 19, 2023
- D. Approval of and authorization for Mayor to execute Mid-State Construction of MS, LLC Change Order #007 for the New City Hall Renovation and Rehabilitation project - Exhibit D**
- E. Accept the following monthly departmental reports: - Exhibit E**
 - 1. Administration & Finance Department – Financials through June 2023

- F. Approval of and authorization for Mayor to execute Municipal Advisor Agreement with Stephens, Inc. – **Exhibit F**
- G. Approval of Training and Travel Calendar for the Fire Department for the period of December 2023 – May 2024 – **Exhibit G**
- H. Approval of and authorization for Mayor to execute Tuition Assistance Agreement Between Peyton Clark and the City of Madison – **Exhibit H**
- I. Approval of and authorization for Fire Chief to execute Memorandum of Understanding Between University of MS Medical Center and the City of Madison Fire Department – **Exhibit I**
- J. Approval for Cole Smith and Chris Neel to travel to Tupelo, MS on September 18-20, 2023 to attend the 2023 MS Recreation and Parks Association Annual Conference
- K. Authorization for Police Department to purchase TV and audio equipment from TCS Ware as lowest and best quote as outlined in the attached memorandum – **Exhibit J**
- L. Authorization for Police Department to purchase six (6) computers, monitors, and license agreement from TCS Ware at state contract pricing as outlined in the attached memorandum – **Exhibit K**
- M. Approval of and authorization for Mayor to execute Contract Summary document for addition to existing contract with U. S. Lawns for the maintenance of grounds and gardens at Montgomery House – **Exhibit L**
- N. Rehabilitate Runway Pavement Markings: - **Exhibit M**
 - 1. Accept bid from Metro Construction Services, LLC in the amount \$30,040.50 for the project entitled “Rehabilitate Runway Pavement Markings” contingent on receipt of federal funds for the project.
 - 2. Authorize Mayor to execute Application for Federal Assistance for project entitled “Rehabilitate Runway Pavement Markings at Bruce Campbell Field” with a requested Federal share of \$34,240.00 and local share of \$3,800.50. *(Note: The City also applied for Multi-Modal funds for this project. Those awards will be made in July. If the City is successful with a Multi-Modal Grant, then we will rescind the federal grant and use the FAA funds for the apron contract.)*
 - 3. Execute Work Authorization No. 16 with Neel-Schaffer, Inc. in the amount of \$8,000 for professional services related to implementation of the project with a Notice to Proceed contingent upon receipt of funds for the project
 - 4. Authorize the Mayor to execute FAA Sponsor Grant Assurances for the project
- O. Reconstruct North Apron: - **Exhibit N**
 - 1. Tentatively accept bid from Hemphill Construction Company, Inc. in the amount of \$4,945,990.00 for the project entitled “Reconstruct North Apron” contingent on receipt of federal funds for the project
 - 2. Authorize Mayor to execute Application(s) for Federal Assistance for project entitled “Reconstruct North Apron” with an approximate requested Federal share of \$4,771,735.00, approximate MDOT share of \$265,096.00, and approximate local share of \$265,096.00 *(Note: The amounts listed are “approximate” based on the decision for the Rehabilitate Runway Pavement Markings grant).*
 - 3. Authorize the Mayor to execute Work Authorization No. 17 with Neel-Schaffer, Inc. in the amount of \$306,200.00 for professional services related to implementation of the project with a Notice to Proceed contingent on receipt of funds for the project
 - 4. Authorize the Mayor to execute Sponsor Grant Assurances for the project
- P. Authorize Execution of Letter of Agreement with Slaughter & Associates – **Exhibit O**
- Q. Approve Memorandum of Agreement with the Mississippi Transportation Commission for the Strawberry Patch Park Area Sidewalk Project (STP-0047-00 (043) LPA/109433-7011000) – **Exhibit P**
- R. Authorize Execution of a Memorandum of Understanding with the Madison County School District for the Provision of Additional School Safety Officers, subject to review by Counsel – **Exhibit Q**
- S. Approve and Authorize Submittal of Monthly Progress Reports for the Traffic Signal Projects – **Exhibit R**
- T. Accept Grant Close Out letter for the Bruce Campbell Field Airport (AIP Grant Number 3-28-0046-030-2021) – **Exhibit S**
- U. Appoint Pete Vozzo, Senior Director of Operations, to the CMPDD Safe Streets and Roads for All (SS4A) Technical Committee – **Exhibit T**
- V. Approve Amendment of Plat for Whittington, Phase 1, Lots 92-93 – **Exhibit U**

- W. Approve Estimate from Empire Truck Sales, LLC for repair of 2011 FTL, M2106 dump truck – **Exhibit V**
- X. Authorization for Police Officers John Cannon, Michael Greene, and Judson Lambert to travel to Pelham, Alabama on August 8-10, 2023 for training – **Exhibit W**
- Y. Authorization for Police Department to purchase 4 M500 Motorola in car system from Motorola Solutions as outlined in the attached documentation – **Exhibit X**

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

1579 Mannsdale Road – Variance for Accessory Building Height Increase – Approved

Community Development Director Kianca Guyton presented the request of George Dennis, owner of 1579 Mannsdale Road for a variance to allow for an accessory building height increase from 10 feet to 16 feet for a proposed pool house. This variance was properly advertised and notice and recommended for approval by the Planning and Zoning Commission. The motion was made by Alderman Jarvis to grant approval of the variance, seconded by Alderman Strain and unanimously approved by all Aldermen. Mayor Hawkins Butler declared the motion arrived. Supporting documentation is attached hereto as **Exhibit Y**.

244 Calumet Drive – Variance for Accessory Building Height Increase – Approved

A request was made by homeowners Peter and Camille Richards of 244 Calumet Drive, for a variance to allow for an accessory building height increase from 10 feet to 22 feet for a proposed pool house. Ms. Guyton noted that letters in support of this variance request have been received from adjacent property owners and the homeowners' association. The Planning and Zoning Commission recommended approval. Alderman Jarvis made the motion to grant approval as requested, seconded by Alderman Tankersley, and unanimously approved. Mayor Hawkins Butler declared the motion carried. Documentation is attached hereto as **Exhibit Z**.

120 Quail Run Drive – Variance for Accessory Building Height Increase – Approved

Mr. John Stevens was present at the meeting concerning his request for a variance for an accessory building height increase from 10 feet to 25 feet for construction of a two-car garage at his home at 120 Quail Run Drive. Ms. Guyton stated that the Planning and Zoning Commission recommended approval. The motion was made by Alderman Strain and seconded by Alderman Tankersley, to grant approval of this request. The vote was unanimous in favor of approval and Mayor Hawkins Butler declared the motion carried. Supporting documentation is attached hereto as **Exhibit AA**.

Site Plan – Madison Avenue Office Suites – Approved

Mr. Bridgforth Rutledge was present at the meeting concerning his request for site plan approval to refurbish the structure and site at 937 Madison Avenue. It was noted that the Planning and Zoning Commission recommended approval of these improvements. Alderman Bowering made the motion to grant approval of the site plan request. Alderman Tatum seconded the motion and the vote was unanimous in favor of approval. Mayor Hawkins Butler declared the motion carried. Documentation is attached hereto as **Exhibit BB**.

Site Plan – Sister Claire Hogan Hall at St. Francis of Assisi Church – Approved

Ms. Guyton presented the request for site plan approval to replace the existing old wood frame building known as Sister Claire Hogan Hall with a new construction. She reminded the Board that the architectural renderings and permission to issue a building permit had been granted at the last Board meeting. The Planning and Zoning Commission recommended approval of this site plan. Alderman Jarvis made the motion to grant site plan approval, seconded by Alderman Strain and unanimously approved. Mayor Hawkins Butler declared the motion carried. Documentation relevant to this request is attached hereto as **Exhibit CC**.

PUBLIC HEARINGS FOR CLEANING OF PRIVATE PROPERTIES

Mayor Hawkins Butler declared the Public Hearings opened for discussion regarding cleaning of several private properties. She asked Code Enforcement Officer Steve Greenough to address each property individually as follows. Copies of all adopted Cleaning Resolutions are attached hereto as **Exhibit DD**.

Lot 25, Garden Park – Resolution Adopted

This is a commercial lot which is currently vacant. Notices have been sent to the property owner address on file but no response has been received. Mr. Greenough recommended that a Resolution be adopted to authorize the City to have the property cleaned. There was no one present from the public to address the matter and the motion was made by Alderman Strain and seconded by Alderman Peeler to declare the Public Hearing closed. After a unanimous vote in favor of approval, Mayor Hawkins Butler declared the motion carried. Alderman Bowering made a motion to adopt the Cleaning Resolution, seconded by Alderman Jarvis. After a unanimous vote of approval, Mayor Hawkins declared the motion carried.

288 Geneva Boulevard – Resolution Adopted

Mr. Greenough presented the issue regarding this property located in Geneva Gardens subdivision. He explained that the home is currently vacant and the yard is mowed only occasionally. This has been an ongoing issue with multiple complaints.

The property is owned by Ms. Betty Weatherly who currently resides at 114 Belle Meade Boulevard in Flowood, Mississippi. Ms. Weatherly was present at the meeting and explained that she has a gardener who mows the yard every two weeks, but due to rain and recent illness, has not mowed quite as often. The notice sent by Code Enforcement was received but crossed in the mail between cuttings. Photos of the property area included with the Resolution. She said she doesn't have access to the subdivision, but then explained that she has difficulty getting to the property because she has to use a generic gate code to get in and when she gets out of her car to punch it in, she gets her feet wet in the pothole there at the entrance.

There were 14 other Geneva Gardens property owners present at the meeting with concerns regarding the condition of the property. Mr. Michael Coco of 201 Geneva Boulevard expressed concern that the home has never been finished and has been vacant in excess of 20 years, with sheets on the windows instead of curtains. In agreement was, Mr. A. J. McGregor of 284 Geneva Boulevard who agreed that the property is an eyesore.

After everyone had finished speaking, the Mayor asked Ms. Weatherly to contact her office to schedule a meeting with her, Alderman Peeler and City Attorney Chelsea Brannon to discuss the condition of the property. She then called for a motion to close the Public Hearing and adopt a Resolution to address the cleaning of the yard. The motion was made by Alderman Jarvis, seconded by Alderman Bowering and unanimously approved. Mayor Hawkins Butler declared the motion carried. The motion to adopt the Cleaning Resolution was made by Alderman Strain and seconded by Alderman Tankersley. After a unanimous vote of approval, Mayor Hawkins Butler declared the motion carried.

312 Mockingbird Lane – Resolution Adopted

This property is a rental house but currently has no tenant living in it. Letters mailed to the property owners were returned undeliverable. As of Monday, the yard was overgrown, but was cut on the day of the Board meeting.

Property owners Shannon and John Topp, who currently reside at 112 Timbercrest Lane in Brandon, Mississippi were present at the meeting. They stated that they are trying to fix up the house to put it on the market for sale, but are awaiting receipt of insurance money so they can complete repairs to the structure.

After brief discussion, the Public Hearing was closed by a motion from Alderman Jarvis and a second from Alderman Bowering. The vote was unanimous in favor of approval and Mayor Hawkins Butler declared the motion carried. An additional motion was made

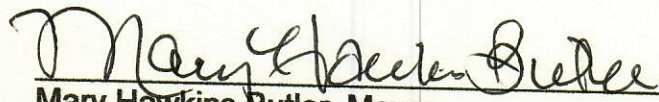
by Alderman Jarvis and seconded by Alderman Bowering to adopt a Cleaning Resolution to authorize the City to have the property cleaned should the homeowners not do so themselves. After a unanimous vote of approval, Mayor Hawkins Butler declared the motion carried.

458 Sundial Road – Resolution Adopted

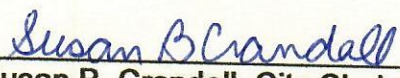
Mr. Greenough explained that letters were sent by way of regular and certified mail and neither had been returned. However, the property has still not been mowed and cleaned so he recommended adoption of a Cleaning Resolution. There was no one present from the public to address the matter.

The motion was made by Alderman Strain and seconded by Alderman Jarvis to declare the Public Hearing closed. After a unanimous vote of approval, Mayor Hawkins Butler declared the motion carried. A motion was made by Alderman Jarvis and seconded by Alderman Tankersley to adopt a Resolution to have the property cleaned should the owners not do so themselves. The vote was unanimous in favor of approval and Mayor Hawkins Butler declared the motion carried.

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 Bowering 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

