

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

**August 16, 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, August 16, 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, 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. Alderman Tatum was absent.

Mayor Hawkins Butler called the meeting to order and after a prayer led by Public Works Director Dexter Shelby and the Pledge of Allegiance led by Alderman Hudgins, 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:
  - 1. Minutes of First Regular Board Meeting – August 2, 2022
- B. Approve Claims Docket – **Exhibit A**
  - 1. Computer Checks  
Checks: 2473-2619
  - 2. Manual Checks/EFTs  
Checks: 2466-2472; EFTs: 20209-20213
  - 3. Payroll Checks  
Checks: 1233-1242; EFTs: 20214-20430 – *August 12, 2022*  
Manual/Disbursement Checks: 1243-1245 – *August 12, 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 B**
  - 1. Accept resignation of Ben Baylis, Firefighter effective August 19, 2022
  - 2. Accept resignation of Kelvin Burns, Jr, Street Department Laborer effective August 10, 2022
  - 3. Accept resignation of Lakevion Dixon, Parks Department Laborer effective August 12, 2022
  - 4. Authorization to hire Dametri Landrum as part-time Firefighter effective August 17, 2022
- D. Accept the following proofs of publication: - **Exhibit C**
  - 1. Public Notice, Hailey – Variance for accessory structure, 274 Lake Castle Drive (*Journal*)
  - 2. Public Notice, Hailey – Variance for side yard setback, 274 Lake Castle Drive (*Journal*)
  - 3. Public Notice, DeLoach – Variance for side yard setback, 1122 Benbrook Drive (*Journal*)
  - 4. Public Notice, Courtney (Rigby Ridge) – Variance for sign setback decrease (*Journal*)



- E. Approval of the following travel requests: - **Exhibit D**
  - 1. Alan Hoops, Director of Environment and Design to St. Louis, Missouri for the America in Bloom Symposium, September 28, – October 2, 2022
  - 2. Kevin Miller, Fire Safety Inspector to Meridian, Mississippi for FUNSAR class on September 12-16, 2022
  - 3. Cole Smith, Parks & Recreation Director and Chris Neel, Parks & Recreation Assistant Director to Biloxi, Mississippi for the MS Recreation & Parks Association Conference, October 10-13, 2022
  - 4. Police Department Training and Travel Calendar for the period of August 11, 2022 – October 31, 2022
- F. Authorize appropriate per diem for Madison firefighters while attending the basic firefighting class – **Exhibit E**
- G. Authorization for Fire Department to remove from inventory equipment that is no longer serviceable and properly dispose of it – **Exhibit F**
- H. Approve and authorize appropriate signatures on the renewal of annual Agreement between UMMC and Madison Fire Department – **Exhibit G**
- I. Authorization for Police Department to purchase replacement drone – **Exhibit H**
- J. Approve POD request for Clifton Cotten, 729 Cotten Hill for the period of August 12, 2022 through October 12, 2022 – **Exhibit I**
- K. Accept Monthly Departmental Reports: - **Exhibit J**
  - 1. Fire Department – July 2022
  - 2. Public Works – July 2022
- L. Approval of and authorization for Mayor to execute three-year Service Agreement Renewal with Taylor Sudden Service for generator maintenance – **Exhibit K**
- M. Accept letter of appeal from Walter and Judy DeLoach, 1122 Benbrook Drive and set Public Hearing for September 20, 2022 – **Exhibit L**
- N. Authorize Execution of Library Services Contract with the Madison County Library System Board of Trustees – **Exhibit M**
- O. Authorize Execution of Professional Services Agreement with Wells Graphics, LLC - **Exhibit N**
- P. Authorize Execution of Memorandum of Agreement with the Mississippi Transportation Commission for Traffic Signal and Geometric Improvements on Highland Colony Parkway at Lake Castle Drive – **Exhibit O**
- Q. Authorize Execution of Memorandum of Agreement with the Mississippi Transportation Commission for Traffic Signal on Highland Colony Parkway at Madison Central Drive – **Exhibit P**
- R. Approve Agreement with NRCS and Authorize Execution of Documents Necessary to Effectuate the Agreement, including the SF-424 Form – **Exhibit Q**
- S. Authorize Advertisement for Request for Proposals for the Mississippi Municipal and County Water Infrastructure Program and Related American Rescue Plan Act Funding
- T. Authorize Submission of Consultant Selection Letter to the Mississippi Department of Transportation – **Exhibit R**
- U. Accept Corrected Quote from Traffic Control Products Company and Authorize Contractor to Proceed with Striping on Annandale Parkway from Woodland Hills Avenue to MDOT ROW – **Exhibit S**
- V. Authorization for temporary extension of PermitMD software license at the monthly rate of \$300.00

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

## **COMMUNITY DEVELOPMENT DEPARTMENT**

### **Variances for Accessory Structure, Hailey - Approved**

Community Development Director Kianca Guyton presented the request of Richard and Charlotte Hailey for a variance to allow for an accessory structure in their side yard at 274 Lake Castle Drive and for an additional variance to allow for a decrease in the side yard setback from 10 feet to 3.5 feet. She recommended approval of these variances and stated that the Planning and Zoning Commission had also recommended approval.



The motion was made by Alderman Hudgins to grant approval of the variance to allow for an accessory structure in the side yard. Alderman Tankersley seconded the motion and the vote was unanimous in favor of approval. Mayor Hawkins Butler declared the motion carried.

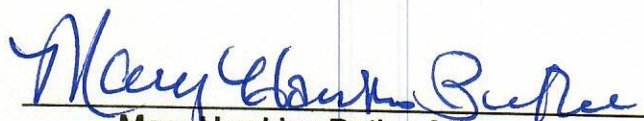
Approval of the variance to decrease the side yard setback as requested, was approved through a motion made by Alderman Strain and seconded by Alderman Hudgins. The vote was unanimous in favor of approval and the motion declared carried by Mayor Hawkins Butler.

Documentation relevant to these variance requests is attached hereto and incorporated herein as **Exhibit T**.

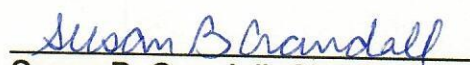
**Concept Plan, Mannsdale Park Drive Development – Approved**

Community Development Director Kianca Guyton presented the request of Mainland Retail for concept plan approval for the development of Fast Pace Health Clinic to be located on Mannsdale Park Drive west of the existing Beagle Bagel restaurant. She recommended approval and stated that the Planning and Zoning Commission had also recommended approval. The motion was made by Alderman Bowering to grant approval of this concept plan. A second of this motion was made By Alderman Jarvis and unanimously approved by all Aldermen. Mayor Hawkins Butler declared the motion carried. Documentation pertaining to this request is attached hereto and incorporated herein as **Exhibit U**.

With no further business for discussion, Mayor Hawkins Butler asked for a motion to declare the meeting adjourned. Alderman Jarvis made the motion, seconded by Alderman Tankersley, 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