

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

September 21, 2021

**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, September 21, 2021 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 Tawanna Tatum, Pat Peeler, Janie Jarvis, Paul Tankersley, Michael Hudgins, Guy Bowering and Sandra Strain, City Attorney Chelsea Brannon (by telephone), 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 welcomed Julia VanLake, a member of the Mayor's Youth Council who was attending the meeting. After a prayer led by Public Works Director Dexter Shelby and the Pledge of Allegiance led by Alderman Bowering, 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 Tankersley 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 – September 7, 2021
 - 2. Special Called Board Meeting Notice – September 15, 2021
 - 3. Minutes of Special Called Board Meeting – September 15, 2021
 - 4. Planning & Zoning Commission Minutes – August 9, 2021
- B. Approve Claims Docket – **Exhibit B**
 - 1. Computer Checks
Checks: 132126-132273
 - 2. Manual Checks
Checks: 132125
 - 3. Payroll Checks
Checks: 35253-35261; EFTs: 15697-15898, 09/10/2021
Manual/Disbursement Checks: 35262-35266, 09/10/2021
- 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. Authorization to hire Wendell Watts as full-time Police Officer effective September 22, 2021
 - 2. Authorization to hire Amy Cummins as full-time Office Administrator & Events Assistant for the Economic Development Department effective October 4, 2021
 - 3. Authorization to hire Cynthia Robinson-Mays as Deputy City Clerk effective October 4, 2021
 - 4. Authorization to hire Robert Touchstone as full-time Inspector in the Building Department effective October 4, 2021
 - 5. Authorization to hire Elizabeth Durrett as full-time Building Department Clerk effective October 1, 2021
- D. Approve Gold Membership Sponsorship for Madison County Business League & Foundation – **Exhibit D**

- E. Approve the following departmental travel expenses:
 - 1. *Economic Development*: Tona Becker and Brittany Mayfield to attend the Hometown Retirement Conference in Oxford, Mississippi on September 29-30, 2021
 - 2. *Fire Department*: Hunter Grewe, Josh Hudgens, Kevin Miller, and Cody Moss to attend FUNSAR training in Meridian, Mississippi on September 27 – October 1, 2021
- F. Accept the following Affidavits of Publication: - **Exhibit E**
 - 1. Public Notice-Resolution Fixing the Ad Valorem Tax Levies for the Real, Personal, Vehicle and Public Utility Property for Taxes (*Journal*)
 - 2. Public Notice – Adoption of the 2017 Edition of National Electrical Code (*Journal*)
 - 3. Public Notice – Variance Side Yard Setback, Mike Thompson (*Journal*)
- G. Accept the following monthly departmental reports: - **Exhibit F**
 - 1. Administration & Finance – Financials, August 2021
 - 2. Fire Department – August 2021
- H. Authorization to remove items from departmental inventory as outlined in the attached memoranda: - **Exhibit G**
 - 1. Fire Department
 - 2. Police Department
- I. Approval of and authorization for Police Department to obtain appropriate signatures to execute Tactical Response Agreement/Memorandum of Understanding (MOU) between the Madison County Sheriff's Department, Ridgeland Police Department and Madison Police Department – **Exhibit H**
- J. Approval of and authorization for Police Department to execute Purchasing Entity Agreement with Verizon – **Exhibit I**
- K. Approve Resolution Finding No Objection to the Wind Dance Special Assessment Improvements Project and for Related Purposes – **Exhibit J**
- L. Approve Resolution of Intent for the Issuance of Special Assessment Bonds in Connection with the Wind Dance Special Assessment Improvements Project – **Exhibit K**
- M. Accept Quotes and Authorize Castellanos Brick Mason, LLC to Complete Walkway Construction at the Children's Memorial Garden – **Exhibit L**
- N. Approval of and authorization for Mayor to execute Proposal & Contract from Adcamp, Inc. (12-month bid contractor for small in-place asphalt and cold milling), for repair of Sundown Cove, Alternate #1 – **Exhibit M**
- O. Approve lease purchase of FY2021 budgeted items upon review of City Clerk and City Attorney
- P. Adopt Resolution Authorizing the Use of Municipal Funds to Buy Advertising from *The Mississippi Magazine* – **Exhibit N**
- Q. Approval of and authorization to execute all appropriate documents for renewal of the City's Workers Compensation coverage for the period of October 1, 2021 through September 30, 2022 – **Exhibit O**
- R. Authorization for Mayor to execute Pre-Application for Federal Assistance for proposed FAA AIP Project No. 3-28-0046-033-2022 for a project to reconstruct the north ramp at Bruce Campbell Field (total project cost estimate is \$151,000) – **Exhibit P**

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 –ARLINGTON AT COLONY PARK

Community Development Director Kianca Stringfellow presented the request of Lake Castle Development, LLC representing owner Highland Colony Land Company for numerous variances for the development of Arlington at Colony Park on 40 acres of property located at the southwest corner of Highland Colony Parkway & Lake Castle Road. She stated that variances had been recommended for approval by the Planning and Zoning Commission. Mr. Mark Frascogna was present at the meeting and presented architectural renderings for 18 town homes designed by architect, Michael Thompson. In response to a question from Alderman Hudgins, Mr. Frascogna indicated that garage would be located in the rear of these homes. He also agreed to removal of the gate

between the Arlington and adjacent neighborhood as requested by residents. After brief discussion, the motions for variance approval were made as follows:

Arlington at Colony Park – Variance for front yard decrease from 30 feet to 15 feet – R-2 (PUD) – (2021-0002V)

The motion to approve was made by Alderman Hudgins, seconded by Alderman Tankersley and unanimously approved. Mayor Hawkins Butler declared the motion carried.

Arlington at Colony Park -Variance for side yard decrease from 10 feet to 8 feet – R-2 (PUD) - (2021-0003V)

The motion to approve was made by Alderman Tatum, seconded by Alderman Strain and unanimously approved. Mayor Hawkins Butler declared the motion carried.

Arlington at Colony Park -Variance for rear yard decrease from 25 feet to 7 feet (rear loaded house) - R-2 (PUD) - (2021-0004V)

The motion to approve was made by Alderman Strain, seconded by Alderman Bowering and unanimously approved. Mayor Hawkins Butler declared the motion carried.

Arlington at Colony Park -Variance for rear yard decrease from 25 feet to 20 feet (front loaded house) - R-2 (PUD) - (2021-0005V)

The motion to approve was made by Alderman Jarvis, seconded by Alderman Tankersley and unanimously approved. Mayor Hawkins Butler declared the motion carried.

Arlington at Colony Park -Variance for front yard decrease from 25 feet to 15 feet - R-4 (PUD) - (2021-0006V)

The motion to approve was made by Alderman Strain, seconded by Alderman Peeler and unanimously approved. Mayor Hawkins Butler declared the motion carried.

Arlington at Colony Park -Variance for side yard decrease from 15 feet to 8 feet - R-4 (PUD) - (2021-0007V)

The motion to approve was made by Alderman Bowering, seconded by Alderman Tatum and unanimously approved. Mayor Hawkins Butler declared the motion carried.

Arlington at Colony Park -Variance for rear yard decrease from 25 feet to 5 feet - R-4 (PUD) - (2021-0008V)

The motion to approve was made by Alderman Strain, seconded by Alderman Hudgins and unanimously approved. Mayor Hawkins Butler declared the motion carried.

Documentation relevant to the Arlington at Colony Park is attached hereto and incorporated herein as **Exhibit Q**.

COMMUNITY DEVELOPMENT DEPARTMENT – VARIANCE FOR 445 KINGSBRIDGE ROAD – Approved

Ms. Stringfellow presented the request of Mr. Everett White for a rear yard setback decrease from 35 feet to 10 feet for construction of a covered patio and office at his residence at 445 Kingsbridge Road. She stated that the Planning and Zoning Commission, the Homeowners Association and adjacent neighbors had all recommended approval. The motion was made by Alderman Jarvis to grant approval of this variance as requested. Alderman Strain 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 R**.

COMMUNITY DEVELOPMENT DEPARTMENT – PRELIMINARY PLAT – VILLAGE AT MADISON, PHASES 2 AND 3 – Approved

Ms. Stringfellow presented the request of McMaster & Associates, Inc. on behalf of Main Street Investments for preliminary plat approval for 7.47 acres/38 lots located on Crawford Street east of the existing Half Shell Oyster House. She stated that the Planning and Zoning Commission recommended approval and asked for it contingent upon conditions set forth in the staff notes. Alderman Bowering made the motion to grant preliminary plat approval as requested, seconded by Alderman Tankersley and unanimously approved.

Mayor Hawkins Butler declared the motion carried. Documentation concerning this request is attached hereto and incorporated herein as **Exhibit S**.

COMMUNITY DEVELOPMENT DEPARTMENT – AMENDMENT OF ZONING ORDINANCE, SECTIONS 24.02 AND 24.03– Approved

Following a brief discussion, the motion was made by Alderman Jarvis to adopt an amendment and recodification to the Zoning Ordinance for Sections 24.02 and 24.03 regarding allowable used in S-1 (Retirement Village). The motion was seconded by Alderman Strain and after a unanimous vote of approval, Mayor Hawkins Butler declared the motion carried. Documentation pertaining this matter are attached hereto and incorporated herein as **Exhibit T**.

At this time, Mayor Hawkins Butler recused herself from the remainder of the meeting and Mayor Pro Tempore Bowering presided.

COMMUNITY DEVELOPMENT DEPARTMENT – TAKE FIVE OIL CHANGE– Approved

Ms. Stringfellow presented the requests of Applicant PRM Realty and Take Five Oil Change on behalf of owners Mary Jane Coign and ETAL. After brief discussion the following motions were made:

Rezoning – Take Five Oil Change - 1115 Hwy 51N (2021-0002R)

The motion was made by Alderman Hudgins to grant approval of the rezoning request from A-1 (Agricultural District) to C-3 (Major Thoroughfare Commercial District) currently zoned A-1 (Agricultural District) for property located on the 1.68-acre lot located at 1115 Highway 51 North, Parcel number 072C-08A-065/00.00, Zoned A-1. The motion was seconded by Alderman Tankersley and the vote was unanimous in favor of approval. Mayor Pro Tempore Bowering declared the motion carried.

Special Exception – Take Five Oil Change - 1115 Hwy 51N (2021-0002S)

The motion was made by Alderman Strain to grant approval of the special exception request to allow for a quick car care clinic in a proposed C-3 (Major Thoroughfare Commercial District), currently zoned A-1 (Agricultural District). Alderman Tatum seconded the motion and the vote was unanimous in favor of approval. Mayor Pro Tempore Bowering declared the motion carried.

Site Plan – Take Five Oil Change - 1115 Hwy 51N

Alderman Hudgins made the motion to approve the site plan request for construction of Take Five Oil Change to be located at 1115 Highway 51 North. A second to the motion was made by Alderman Tatum and the vote was unanimous in favor of approval. Mayor Pro Tempore Bowering declared the motion carried.

Architectural Design and Building Permit Approval – Take Five Oil Change

After presentation of architectural renderings by Mr. Alan Hoops, Director of Environment and Design, the motion was made by Alderman Strain to grant approval of the architectural design and the issuance of a building permit for construction of the Take Five Oil Change. The motion was seconded by Alderman Peeler and the vote was unanimously in favor of approval. Mayor Pro Tempore Bowering declared the motion carried.

Documentation relevant to the Take Five Oil Change development is attached hereto and incorporated herein as **Exhibit U**.

PUBLIC HEARING – CLEANING OF PRIVATE PROPERTY – ASH TREE LANE, Hearing Continued

Mayor Pro Tempore Bowering opened the Public Hearing for cleaning of private properties on Ash Tree Lane. Miriam Ethridge, Code Enforcement Officer stated that the property owners had been notified through the mail and the public hearing had been posted appropriately, but that the lots still needed to be cleaned.

The Bob Hamil family was present and stated that they had purchased two of the Lots (14 and 15) and wished to clean them and the adjoining properties themselves. It was discussed that the properties should be cut at least once per month. After brief discussion, the motion was made by Alderman Tatum and seconded by Alderman Strain to continue the Public Hearing until a future meeting date. The vote was unanimous in favor of approval and Mayor Pro Tempore Bowering declared the motion carried.

With no further business for discussion, Mayor Pro Tempore Bowering asked for a motion to declare the meeting adjourned. Alderman Peeler made the motion, seconded by Alderman Hudgins and unanimously approved. The motion was declared carried and the meeting adjourned.

Mary Hawkins Butler
Mary Hawkins Butler, Mayor

Attest:

Susan B. Crandall
Susan B. Crandall, City Clerk