

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

October 15, 2024

**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, October 15, 2024 at 6:00 p.m. in the Municipal Courtroom at the Madison Justice Complex. Those present in the Courtroom were Mayor Pro Tempore Guy Bowering, Aldermen Sandra Strain, Tawanna Tatum, Patricia Peeler, Janie Jarvis, and Paul Tankersley, City Attorney Chelsea Brannon, City Clerk/Director of Finance and Administration Susan Crandall, and Chief Deputy City Clerk Lisa Winstead. Mayor Hawkins Butler and Alderman Mike Hudgins were absent.

Mayor Pro Tempore Bowering called the meeting to order and after a Prayer led by Alderman Tankersley and the Pledge of Allegiance led by Alderman Jarvis, the meeting proceeded as follows:

ADMINISTRATION – CONSENT AGENDA – APPROVED

Concerning the Consent Agenda, Mayor Pro Tempore Bowering asked if there were any items which needed to be removed for discussion. There were no removals and the motion was made by Alderman Jarvis to approve the Consent Agenda as follows:

CONSENT AGENDA

A. Accept Meeting Minutes and Notices:

1. Minutes of First Regular Board Meeting – October 1, 2024

B. Approve Claims Docket – **Exhibit A**

1. Computer Checks
Checks: 11341-11505
2. Manual Checks/EFTs
Checks: 11332-11340
3. Payroll Checks
Checks: 2152-2162; EFTs: 33257-33509 – October 4, 2024
Disbursement Checks: 2163-2170 – October 4, 2024
Disbursement EFTs: 33510-33514 (September 2024)

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. Authorization to promote Fire Department Captain Justin Moore to the rank of Battalion Chief effective October 17, 2024
2. Authorization to promote Firefighter Daniel Norwood to the rank of Lieutenant effective October 17, 2024
3. Authorization to hire Casey Wright to the position of Firefighter effective October 17, 2024
4. Accept resignation of Police Officer Shanda C. Pugh effective October 18, 2024
5. Authorization to hire Celenta Sims as full-time Street Department Laborer effective October 16, 2024
6. Authorization to hire Howard Sims as full-time Street Department Laborer effective October 16, 2024
7. Accept retirement of Environment & Design Director Alan Hoops effective October 31, 2024
8. Authorization to re-employ Bennett Hale as part-time Parks Department Laborer effective October 16, 2024

D. Approval of and authorization to execute Collins, Barr & Hembree Engagement Letter for Audit of Fiscal Year ending September 30, 2024 – **Exhibit C**

- E. Approval of and authorization to execute Public Depositor Annual Report for Fiscal Year ending September 30, 2024 – **Exhibit D**
- F. Approve Blue Cross/Blue Shield of MS for group medical insurance and Principal for group life, dental, and vision; approve Pam Files as Agent of Record for medical, life, dental, and vision
- G. Approve October 3, 2024 Minutes and Recommendation of Water Appeals Board - **Exhibit E**
- H. Authorization to pay MS State Department of Health invoice #761381 or Water Quality Analysis Fee – **Exhibit F**
- I. Adopt Resolution Authorizing the Use of Municipal Funds to Buy Advertising from the following: - **Exhibit G**
 - 1. Madison Central High School Jag Singers Booster Club
 - 2. Miss Mississippi Corporation – Brooke Bumgarner Miss Mississippi’s Teen 2024
- J. Accept Irrevocable Standby Letter of Credit No. 24-055-SP for Sanctuary Development, LLC – Whittington Subdivision, Phase 4 – **Exhibit H**
- K. Approval of and authorization for Assistant City Clerk Nathan Hanson to execute Amendment and Final Inspection documents for FEMA-4727 projects – **Exhibit I**
- L. Adopt the following Resolutions Adjudicating Cost of Cleaning Certain Real Property: - **Exhibit J**
 - 1. Lot 14, Ash Tree Lane, Parcel 072C-05D-093/00.00
 - 2. Lot 16, Ash Tree Lane, Parcel 072C-05D-093/00.00
 - 3. Lot 39, Ash Tree Lane, Parcel 072C-05D-093/00.00
 - 4. Galleria Parkway Properties:
 - Lot 2, Parcel 072C-06A-003/01.00
 - Lot 4, Parcel 072C-06A-003/02.00
 - Lot 5, Parcel 072C-06A-005/00.00
 - Lot 7, Parcel 072C-06A-005/08.00
 - Lot 8, Parcel 072C-06A-005/00.00
 - Lot 13, Parcel 072C-06A-005/00.00
 - Lot 14, Parcel 072C-06A-003/09.00
 - 5. Lot 24, Wind Dance Drive, Parcel 081H-34-426/00.00
 - 6. Lot 25, Wind Dance Drive, Parcel 081H-34-427/00.00
 - 7. Lot 26, Wind Dance Drive, Parcel 081H-34-428/00.00
 - 8. Lot 27, Wind Dance Drive, Parcel 081H-34-429/00.00
 - 9. Lot 35, Wind Dance Drive, Parcel 081H-34-437/00.00
 - 10. Lot 12-A Pecan Creek, Part 1, Parcel 072C-08A-005/00.00
- M. Approval of and authorization for Fire Chief to execute renewal of the Agreement Between University of Mississippi Medical Center and City of Madison Fire Department – **Exhibit K**
- N. Approve Fire Department training and travel calendar as outlined in the attached Memorandum – **Exhibit L**
- O. Authorization for removal of Fire Department inventory as outlined in the attached Memorandum – **Exhibit M**
- P. Authorization to purchase a Stryker Medical Lifpak 35 as a sole source purchase due to compatibility with existing equipment – **Exhibit N**
- Q. Authorize purchase of structural firefighting gear from Sunbelt Fire Apparatus, Inc. at State Contract (#8200072883) pricing – **Exhibit O**
- R. Accept the following monthly departmental reports: - **Exhibit P**
 - 1. Fire Department – August & September 2024
- S. Authorization for Ruth Gibbons, Deputy City Clerk to attend MS Government Purchasing and Property Agents (MAGPPA) Conference in Biloxi, MS on October 27-30, 2024
- T. Approval of and authorization to execute Marketing Support Proposal with Barker & Christol, LLC – **Exhibit Q**
- U. Approve payment of \$379.85 reimbursement to Joe Hill, 412 Pembroke Drive for plumber bill to inspect and service City Sewer line under Pembroke Drive – **Exhibit R**
- V. Accept bids and award to Cedar Ridge Construction as lowest and best for construction of new handicap ramp at the Strawberry House – **Exhibit S**
- W. Approve installation of No Parking signs in Cobblestone on Brigham Glen and Penny Lane, as reviewed by Police Department

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

PUBLIC HEARING FOR CLEANING OF PRIVATE PROPERTY- Resolution Adopted

Mayor Pro Tempore Bowering declared the Public Hearing opened for discussion regarding the cleaning of private property at 216 Sherlock Way. There was no one present from the public to address the matter. Code Enforcement Officer Steve Greenough stated that the property is currently vacant because the owner is deceased. After the property was posted, heirs stated that they would be taking care of it. However, Mr. Greenough asked for adoption of a Cleaning Resolution to authorize the City to clean the property should they not do so. Alderman Tatum made the motion to adopt the Cleaning Resolution, seconded by Alderman Strain. The vote was unanimous in favor of approval and Mayor Pro Tempore Bowering declared the motion carried. A copy of this Resolution is attached hereto as **Exhibit S**.

FINAL PLAT APPROVAL – FONTANELLE, PHASE 2D – Approved

Community Development Director Kianca Guyton presented this final plat for approval. She asked for correction of the Phase as listed on the Agenda from Phase 2B to 2D. All conditions have been met and she recommended approval of the final plat. Alderman Tatum made the motion to approve the final plat for Fontanelle, Phase 2D. The motion was seconded by Alderman Tankersley and unanimously approved by all Aldermen. Mayor Pro Tempore Bowering declared the motion carried.

COMMUNITY DEVELOPMENT DEPARTMENT

Conditional Use for a Nail Salon, Ventian Nail and Spa – Approved

The motion was made by Alderman Jarvis to grant approval of conditional use for a special exception to operate a nail salon at 220 Village Oak Boulevard, The Village. Alderman Tankersley seconded the motion and the vote was unanimous in favor of approval. Mayor Pro Tempore Bowering declared the motion carried. Documentation regarding this request is attached hereto as **Exhibit T**.

Variance for Accessory Building Height Increase - Approved

Ms. Guyton presented the request of property owners Mary and Ken Ball for a variance for an accessory building (pool house) height increase from 10' to 20'2" at their home located at 418 Hampton Court. She stated that recommendation for approval had been received from the neighbors, homeowners' association and Planning & Zoning Commission and asked for approval contingent upon the City Attorney's review. Alderman Strain made the motion to grant approval based on the contingency as mentioned. The motion was seconded by Alderman Tatum and unanimously approved by all Aldermen. Mayor Pro Tempore Bowering declared the motion carried. Documentation relevant to this request is attached hereto as **Exhibit U**.

Site Plan Approval, Professional Eyecare Associates – Approved

Ms. Guyton presented the request for site plan approval for Professional Eyecare Associates at 228 Garden Park, Lot 11. She stated that the Planning and Zoning Commission and Community Development Department recommend approval of this request. Alderman Peeler made the motion, seconded by Alderman Tankersley, and unanimously approved. Mayor Pro Tempore Bowering declared the motion carried. Documents relevant to this request are attached hereto as **Exhibit V**.

Site Plan Approval, Key Drive Commercial Building, Lot 5 – Approved

On behalf of owner, John Moore, Ms. Guyton presented the request for site plan approval of Key Drive Commercial Building, Lot 5, the last lot in Key Office Park and stated that the Planning and Zoning Commission also recommended approval. Alderman Tatum made the motion to grant site plan approval, seconded by Alderman Jarvis, and unanimously approved. Mayor Pro Tempore Bowering declared the motion carried. Information regarding this request is attached hereto as **Exhibit W**.

Concept Plan, Picnic Hill Subdivision – Approved

Ms. Guyton presented the request for a concept plan for a preliminary plat for six lots located at 136 Picnic Hill Road at Deer Ridge. It was noted that access to these lots would mostly be from Picnic Hill Road and that covenants are now included in this concept plan request. The request for preliminary plat will be presented later. Alderman Tankersley made the motion to approve the concept plan. Alderman Jarvis seconded the motion and the vote was unanimous in favor of approval. Mayor Pro Tempore Bowering declared the motion carried. Documentation relevant to this request is attached hereto as **Exhibit X**.

ENVIRONMENT AND DESIGN DEPARTMENT – Approved

Architectural Design and Building Permit, Professional Eyecare Associates - Approved

Director of Environment and Design Alan Hoops presented the architectural rendering for Professional Eyecare Associates. Alderman Tatum made a motion to grant approval of the architectural design and authorization to issue a building permit. The motion was seconded by Alderman Strain and the vote was unanimous in favor of approval. Mayor Pro Tempore Bowering declared the motion carried.

Architectural Design and Building Permit, Key Drive Commercial Building, Lot 5 Key Office Park – Approved

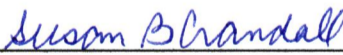
Director of Environment and Design Alan Hoops presented the architectural rendering for Key Drive Commercial Building, Lot 5 Key Office Park. Alderman Jarvis made a motion to grant approval of the architectural design and authorization to issue a building permit. The motion was seconded by Alderman Tatum and the vote was unanimous in favor of approval. 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 Strain made the motion, seconded by Alderman Peeler, and unanimously approved by all Aldermen. Mayor Pro Tempore Bowering declared the motion carried and the meeting was adjourned.



Mary Hawkins Butler, Mayor

Attest:



Susan B. Crandall, City Clerk

