

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

September 17, 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, September 17, 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, Paul Tankersley, and Mike Hudgins, 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 Janie Jarvis 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 Strain, 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 Strain 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 3, 2024
 - 2. Notice of Special Called Board Meeting – September 11, 2024
 - 3. Planning & Zoning Commission Meeting – August 12, 2024
- B. Approve Claims Docket – Exhibit B**
 - 1. Computer Checks
Checks: 10974-11130
 - 2. Manual Checks/EFTs
Checks: 10973
 - 3. Payroll Checks
Checks: 2114-2124 – September 6, 2024
EFTs: 32746-32989 – September 6, 2024
Disbursement Checks: 2125-2131 – September 6, 2024
Manual Disbursement EFTs: 32990-32994 (August 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 C**
 - 1. Authorization to promote Virgil Williams to the position of Water & Sewer Department Superintendent effective October 1, 2024
 - 2. Accept Oath of Office for Police Officer Brady A. Brown
 - 3. Accept Oath of Office for Police Dispatcher/Deputy Court Clerk Samantha Dear
 - 4. Accept Oath of Office for Police Officer Peyton C. Henderson
 - 5. Accept Oath of Office for Police Officer Kolton Pigg
 - 6. Accept Oath of Office for Police Officer Donovan Randolph
- D. Accept the following Proofs of Publication (*Madison County Journal*): - Exhibit D**
 - 1. Resolution Fixing Ad Valorem Tax Levies
 - 2. Public Notice – Special Exception for drive-through, Jason's Deli
 - 3. Public Notice – Variance for Accessory Buildings, 1002 Woodbridge
 - 4. Public Notice – Variance for Side Yard Decrease, 116 Sundial Road

5. Public Notice – Special Exception, Senior Villas Madison Home Pl.
6. Public Notice – Variance for Square Footage Increase, 114 Langdon
7. Public Notice – Variance for Height Increase, 114 Langdon Drive
8. Public Notice – Variance for Square Footage, 138 Carrington Drive
9. Public Notice – Variance for Height Increase, 138 Carrington Drive
10. Public Notice – Variance for Side Yard Setback, 10 Bonne Terre
11. Public Notice – Variance for Height Increase, 1002 Woodbridge
- E. Accept the following Monthly Departmental Reports: - **Exhibit E**
 1. Administration & Finance – Financials through August 2024
 2. Police Department – July 2024
- F. Adopt Resolution Authorizing the Use of Municipal Funds to Buy Advertising from *The Northside Sun* – **Exhibit F**
- G. Adopt Resolution Adjudicating Cost of Cleaning Certain Real Property:
 1. 458 Sundial Road – **Exhibit G**
- H. Authorization for six (6) firefighters to travel to Corinth, MS on November 7-10, 2024 for training purposes – **Exhibit H**
- I. Adopt Resolution ratifying emergency repairs of transmission for 2012 F350 vehicle for Fire Department – **Exhibit I**
- J. Authorization for Parks Department employees Mike Canoy and Chris Neel to travel to Mississippi State University on September 19, 2024 for Turfgrass Field Day and Pest Management Training Workshop
- K. Authorization to advertise for Public Works term bids for the period of January 1, 2025 – December 31, 2025 – **Exhibit J**
- L. Authorization to declare one (1) 1996 Ford Dump Truck, VIN 37207 and one (1) 2012 Chevrolet Silverado 2400, VIN 57151 as surplus property to be sold at auction and removed from inventory – **Exhibit K**
- M. Accept quotes and award to Steve Chisolm, LLC as lowest and best quote for the removal of one (1) oak tree at 2001 Tidewater – **Exhibit L**
- N. Approve term bid estimate from Steve Chisolm for the completion of repairs at 2 and 9 Grogan Place- **Exhibit M**
- O. Accept quotes and award to Apex Construction as lowest and best quote for the removal of trees along St. Augustine and Northbay – **Exhibit N**
- P. Accept quotes and award to Terry Service, Inc. as lowest and best quote for replacement of ice machine at Public Works – **Exhibit O**
- Q. Authorization to execute Application and Certificate for Payment Request No. 6 for Hemphill Construction Company for the Bruce Campbell Field Reconstruct North Apron project – **Exhibit P**
- R. Approval of and authorization for Police Department to execute documents for the purchase of two Cellbrite Premium as-a-service devices – **Exhibit Q**
- S. Authorization to declare a surplus and remove from Webster Animal Shelter inventory, one (1) GE air conditioner, Property #9539 – **Exhibit R**
- T. Approval of and authorization for Police Department to execute Memorandum of Understanding (MOU) with Madison Rankin County District Attorney's Office - **Exhibit S**
- U. Authorization for Police Department to dispose of certain old records in accordance with MS State Statute Code 39-5-9 – **Exhibit T**
- V. Approve Training & Travel calendar for Police Department for August – November 2024 – **Exhibit U**
- W. Adopt Ordinance by the Mayor and Board of Aldermen of the City of Madison, Mississippi Prohibiting the Use, Purchase, Possession, Distribution, Sale or Offering for Sale of Synthetic Cocaine, other Synthetic Products, or Kratom - **Exhibit V**
- X. Acknowledge receipt of and accept appraisals for Tisdale Road Project, and authorize acquisition of identified land necessary for Project; upon final review of appropriate City staff – **Exhibit W**
- Y. Accept letter from MS State Rating Bureau notifying the City of Class Four Rating effective August 27, 2024 – **Exhibit X**
- Z. Approval of and authorization to execute Monitoring Agreement with B&E Communications for fire monitoring at the new City Hall – **Exhibit Y**

AA. Accept the following Irrevocable Standby Letters of Credit: - Exhibit Z

1. Letter of Credit 23-021 - Lake Village Drive from Winchester Phase 3 to Reunion Parkway, Equity Mortgage
2. Letter of Credit No. 18-045-SP, Amendment No. Six – Whittington, Phase 2 – Trustmark National Bank
3. Letter of Credit No. 22-084-SP – Amendment No. Two – Whittington, Phase 3 – Trustmark National Bank

BB. Authorization to refund to issue refund to Anthony and Angie Lam as outlined in the attached documentation – Exhibit AA

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

PUBLIC HEARINGS FOR CLEANING OF PRIVATE PROPERTIES

Mayor Pro Tempore Bowering opened the public hearings for discussion regarding the condition of the following private properties:

Galleria Parkway Parcels – 12 lots

There were no members of the public present to speak regarding these properties. Code Enforcement Officer Steve Greenough requested that the Board renew the Cleaning Resolutions for these properties to authorize the City to continue to have them cleaned. Alderman Tatum made a motion to adopt a Cleaning Resolution, seconded by Alderman Peeler. After a unanimous vote of approval, Mayor Pro Tempore Bowering declared the motion carried.

North Place Reserve (Ash Tree) – Lots 12, 14, 16, 39

There were no members of the public present to speak regarding these properties. Code Enforcement Officer Steve Greenough requested that the Board renew the Cleaning Resolutions for these properties to authorize the City to continue to have them cleaned. Alderman Tatum made a motion to adopt a Cleaning Resolution, seconded by Alderman Hudgins. After a unanimous vote of approval, Mayor Pro Tempore Bowering declared the motion carried.

164 St. Augustine Drive

There was no one present from the public to address this matter. Mr. Greenough explained that the owner is currently hospitalized and unable to care for the property. After speaking with representatives for the owner, the need for a Cleaning Resolution is understood and recommended. Alderman Tankersley made the motion to adopt the Cleaning Resolution, seconded by Alderman Hudgins and unanimously approved by all Alderman. Mayor Pro Tempore Bowering declared the motion carried.

The Cleaning Resolutions for all afore mentioned properties are attached hereto as **Exhibit BB.**

COMMUNITY DEVELOPMENT DEPARTMENT

320 Sonoma Cove – Variance for Front Yard setback - Approved

Community Development Director Kianca Guyton explained that the variance requested for this property is actually for the front yard setback facing Napa Valley Circle, rather than a rear yard setback as listed on the agenda. Approval is recommended by Community Development and the homeowners' association. The motion was made by Alderman Tankersley to grant approval of the front yard setback facing Napa Valley Circle as requested. Alderman Strain 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 as **Exhibit CC.**

153 Brisage Drive – Variance for Rear Yard Setback - Approved

Ms. Guyton explained that the homeowners at 153 Brisage Drive are requesting a variance for a rear yard setback from 25 feet to 10 feet for a home addition. Their property backs up to a common area in the subdivision and approval is recommended. Alderman Strain made the motion to grant approval of the variance as requested, seconded by Alderman Tankersley, and unanimously approved by all Aldermen. Mayor Pro Tempore

Bowering declared the motion carried. Documentation relevant to this request is attached as **Exhibit DD**.

Preliminary Plat, Lake Castle North – Approved

This preliminary plat is for two lots currently accessed from Highland Way and located at the northeast corner of Castle Lake, abutting the lake and dam. Ms. Guyton recommended approval contingent upon the Lake Castle covenants being amended to include these plat or new covenants being drafted and filed with the County. A copy of a Motion by the Lake Castle Lot Owners Association is included as **Exhibit EE** along with other documentation concerning this matter.

Preliminary Plat -Fontanelle, Phase 2-D – Approved

Developer, Madison Parkway Enterprises, LLC is asking for approval of this preliminary plat ten years after its original approval on June 11, 2014. Ms. Guyton recommended approval and the motion was made by Alderman Tatum to grant approval. Alderman Hudgins 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 FF**.

Site Plan, Asterhouse Design Studio – Approved

On behalf of owner Marissa Harris, Ms. Guyton recommended approval of the site plan for Asterhouse Design Studio to be located at 1242 Highway 51 contingent upon drainage approval by the Public Works Department and City Engineer Bill Colson. The motion was made by Alderman Strain to grant approval with contingencies as noted. Alderman Tankersley 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 GG**.

Final Plat Approval, Calumet Gardens, Resubdivision of Lots 1 and 1-19 – Approved

Ms. Guyton explained that this plat combined several lots (the north portion of the former Calumet Gardens) that is now the Madison Ridgeland Academy parking lot with the parcel where Madison Ridgeland Academy School currently sits and creates one lot with one parcel number. She recommended approval contingent upon completion of a punch list including matters of easements and utilities. Alderman Peeler made the motion to grant final plat approval, seconded by Alderman Tankersley. The vote was unanimous in favor of approval and Mayor Pro Tempore Bowering declared the motion carried. Documentation regarding this final plat is attached hereto as **Exhibit HH**.

Special Exception and Concept Plan, New Villas at Madison Home Place – Approved

Ms. Guyton presented the concept plan and request for special exception for the construction of 14 new villas at The Home Place. She recommended approval of these requests, contingent upon staff notes.

The motion to approve the Special Exception was made by Alderman Strain, seconded by Alderman Tankersley and unanimously approved by all Aldermen. Mayor Pro Tempore Bowering declared the motion carried.

The motion to approve the Concept Plan was made by Alderman Strain, seconded by Alderman Hudgins, and unanimously approved by all Alderman. Mayor Pro Tempore Bowering declared the motion carried.

Documentation relevant to these requests is attached hereto as **Exhibit II**.

EXECUTIVE SESSION – POSSIBLE LITIGATION

At the recommendation of City Attorney Chelsea Brannon, Mayor Pro Tempore Bowering requested a motion to enter a Closed Session to determine if an Executive Session would be appropriate regarding matters of anticipated litigation and bid discussions. Alderman Strain made the motion, seconded by Alderman Peeler, and unanimously approved by

all Board members. The Mayor Pro Tempore declared the motion carried and requested that the public vacate the room.

After brief discussion, it was determined that an Executive Session would be appropriate for discussion of matters of anticipated litigation and bid discussions. The public was invited to return to the room to hear the motion as follows: Alderman Strain moved to go into Executive Session for the purpose of discussing matters of anticipated litigation and bid discussions. Alderman Tatum seconded the motion. The vote was unanimous in favor of approval. Mayor Pro Tempore Bowering declared the motion carried and once again asked that the room be vacated.

During the executive session, City Attorney Chelsea Brannon provided information on several matters, including Hoy Road and two projects for which bids had recently been received. With no further business for discussion, Mayor Pro Tempore Bowering asked for a motion to end the Executive Session. Alderman Strain made the motion, seconded by Alderman Tankersley and unanimously approved by all Board members. Mayor Pro Tempore Bowering declared the motion carried. City Clerk, Susan Crandall invited the public to return and announced that the Board took no official action during Executive Session.

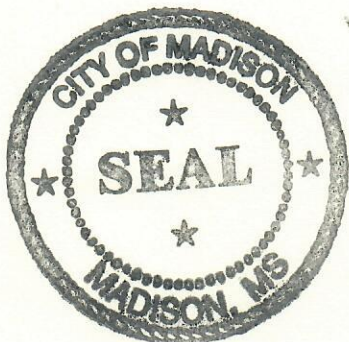
Following Executive Session, the Board took the following action:

Alderman Tankersley made the motion to approve the submission of and execution of Supplemental Agreements with Hemphill Construction Company, Inc., and Neel-Schaffer, Inc., in connection with the Hoy Road Improvements Project, contingent on final review by City Staff and concurrence by the Mississippi Department of Transportation. Alderman Strain seconded the motion and it was unanimously approved by all Board members.

Alderman Strain made the motion to accept the bids received in connection with the City Center Water, Sewer & Drainage Improvements Project (MCWI #161-2-DW-5-15) and to authorize the City to enter into a contract with Hemphill Construction Company, Inc., who submitted the lowest and best bid, and to authorize the Mayor, or her designee, to sign any and all documents necessary to effectuate the award. Alderman Tankersley Seconded the motion and it was unanimously approved by all Board members.

Alderman Tatum made the motion to accept the bids received in connection with the Tidsale Pump Station & Force Main Project (MCWI #71-2-CW-5.5) and to authorize the City to enter into a contract with Hemphill Construction Company, Inc., who submitted the lowest and best bid, and to authorize the Mayor, or her designee, to sign any and all documents necessary to effectuate the award. Alderman Peeler seconded the motion and it was unanimously approved by all Board members.

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 Tankersley, and unanimously approved by all Aldermen. Mayor Pro Tempore Bowering declared the motion carried and the meeting was adjourned.



Attest:

Susan B. Crandall
Susan B. Crandall, City Clerk

Guy S. Bowering
Guy S. Bowering, Mayor Pro Tempore