

**DESOTO COUNTY BOARD OF SUPERVISORS**

**BOARD MEETING MINUTES**

**DISTRICT ONE MARK GARDNER, PRESIDING**

**April 15, 2013**

**A. CALL TO ORDER**

The April 15, 2013 meeting of the DeSoto County Board of Supervisors was called to order by Supervisor Mark Gardner, Board President.

Deputy Carl Hurt of the DeSoto County Sheriff’s Department was present and opened the DeSoto County Board of Supervisors meeting in a regular session to hear all business before the Board of Supervisors. The following officials were present:

Supervisor Jessie Medlin	District 1
Supervisor Mark Gardner	District 2
Supervisor Bill Russell	District 3
Supervisor Lee Caldwell	District 4
Supervisor Harvey Lee	District 5
Sheriff Bill Rasco	Sheriff - Absent
W. E. Sluggo Davis	Chancery Clerk
Vanessa Lynchard	County Administrator
Tony Nowak	Board Attorney

**B. INVOCATION**

Deputy Carl Hurt presented the invocation.

**C. PLEDGE OF ALLEGIANCE**

**D. CITIZENS REMARKS & PRESENTATIONS**

**1. Speed Breakers in DeSoto County**

DeSoto County resident Amanda Sawner appeared before the Board to express her concerns about traffic on Bell Road where she lives. Ms. Sawner said it is her understanding that DeSoto County prohibits speed breakers. She said there is excessive speeding on her road and the road is very curvy. When she pulls out of her driveway it is dangerous because she cannot see traffic coming around the curves. Ms. Sawner said she has talked to Arthur English at the Sheriff’s Department.

Supervisor Mark Gardner asked Road Manager Andy Swims if there is any feedback from the Road Supervisor, Mr. Rochelle.

Mr. Swims said yes. There are many alternative ways to deter speeding and they can look into this with the Sheriff’s Department. Mr. Swims said there are other mechanisms they can put into place to help including limiting the speed on the road.

Ms. Sawner said the speed limit is 25 miles per hour.

Supervisor Gardner said the Sheriff’s Department is not allowed to use radar but they can set something up that will monitor speed of vehicles.

Ms. Sawner presented pictures to the Board of Supervisors.

Supervisor Jessie Medlin said this part of Bell Road is in his district but part of the road belongs to Marshall County. Supervisor Medlin said Marshall County does not have a lot of deputies so they may not be able to monitor the road the way we can.

Supervisor Medlin said Ms. Sawner mentioned site issues with pulling out of her driveway. He said the County could take down the trees that are on the right of way and that would allow better viewing when coming onto the road.

Supervisor Gardner said the Sheriff's Department and the Road Department could look at the area and come back to next meeting.

Mr. Swims said he can look at the sight distance and place a hidden entrance sign as well. Mr. Swims said they could evaluate the issues with traffic in that area and come back to the Board with a recommendation.

Ms. Sawner thanked the Board for their time and assistance in the matter.

## **2. DeSoto Patriots Chapter of Sons of the American Revolution**

This item was deleted from the Agenda.

## **3. Resolution of Support: Olive Branch Airport**

Mr. David Taylor, Manager of the Olive Branch Airport, appeared before the Board of Supervisors requesting their support in keeping the Air Traffic Control Tower open. Mr. Taylor said he worked 15 years to get the Tower built and it is the reason the airport is experiencing so much success today.

Supervisor Jessie Medlin said there are three towers in Mississippi that are scheduled to be shut down and the Olive Branch Tower is one of them.

Mr. Taylor explained that the FAA pays 100% for the employees but a company called RBA pays for running the tower. He said it costs half a million dollars a year to run the Tower and if the FAA ran the Tower it would cost two million dollars per year. He said the FAA does not realize the savings. Mr. Taylor said he wrote an email to Senator Roger Wicker regarding the Tower. He said this is a matter of public safety as well as an economic development issue that affects the entire state. Mr. Taylor said they are scheduled to close May 5<sup>th</sup> because of spending cuts by federal departments. He said other Mississippi airports affected are Tupelo and Greenville. The Olive Branch airport is the second largest in the state.

Mr. Taylor said Olive Branch is one of the busiest airports. The average number of takeoffs and landings is 230 per day. He said the airport also accommodates helicopters and small jets. The county aviation unit uses the airport as well. He said it affects the jet fuel that is used at the airport, it will cause 5 ATC employees to be unemployed, and FedEx Fleet was considering using Olive Branch Airport for landing corporate jets. In addition, other corporations in the area use the airport for flying in their corporate staff.

Supervisor Jessie Medlin said he and Mr. Taylor attended the Olive Branch Town Hall Meeting and U.S. Representative Alan Nunnelee was also at the meeting. Supervisor Medlin said they talked to Mr. Nunnelee about supporting the airport. Supervisor Medlin said he probably flew into the Olive Branch Airport.

Supervisor Medlin said he would like for the Board to support a resolution that would go to the Federal Aviation Administration, Mr. Nunnelee and other members of DeSoto County's congressional delegation in support of the airport tower. Supervisor Medlin said the Airport is an economic tool in DeSoto County. He would not want visitors or corporations to be afraid to come here because the tower is closed.

Supervisor Mark Gardner said they provide services to the Sheriff's Department as well.

Supervisor Lee Caldwell said closing the tower would have a significant impact.

Supervisor Medlin said the Bush twins and Chelsea Clinton have flown into the airport, the Governor flew in and businesses like Helen of Troy and Williams Sonoma use the airport.

Mr. Taylor said Southern Airways Express plans to start operations on May 20<sup>th</sup>.

Supervisor Jessie Medlin made the motion and Supervisor Harvey Lee seconded the motion to approve the County Administrator to work with a group to go to Washington and approve travel expenses on behalf of DeSoto County in the matter of closing the air traffic control tower at the Olive Branch Airport.

The motion passed by a vote as follows:

Supervisor Jessie Medlin, First District	<u>YES</u>
Supervisor Mark Gardner, Second District	<u>YES</u>
Supervisor Bill Russell, Third District	<u>YES</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Harvey Lee, Fifth District	<u>YES</u>

Supervisor Harvey Lee said that one of the best things about the Olive Branch Airport is that it helps everyone in and out safely. He said 50% of flights at the airport are for training purposes and 35% is for corporate business airplanes.

#### **APPROVAL OF AGENDA: ADDITIONS AND DELETIONS**

Supervisor Mark Gardner asked if there was anyone who wished to add or delete items to the Agenda.

- 1.) Supervisor Gardner asked to delete item D.2. Mr. Witt will appear at a later meeting.
- 2.) County Administrator Vanessa Lynchard requested adding items, deleting one item and moving one item as follows:
  - a. E911 Appointment – District
  - b. The lease agreement with North Delta Planning and Development for space in the Agriculture Building
  - c. North Delta Planning and Development District Loan Review Committee
  - d. Approval of additional grant resolution for DHS – CDBG Grant
  - e. Adult Drug Court – Copyplus, Inc. (Melissa Grant)
  - f. Recreation District – ARK Nature Trail – This item H.8.b was removed from the Agenda
- 3.) Supervisor Jessie Medlin requested moving item H.10 to item number D Citizens Remarks & Presentations
- 4.) Chief Financial Officer Tom Arnold requested adding Park Fund update
- 5.) Director of Administrative Services Pat McLeod requested adding one bid under advisement for Sheriff's Uniforms to be presented by Sheila Morris
- 6.) Road Manager Andy Swims requested adding an update on Holly Springs Road
- 7.) Chancery Clerk Sluggo Davis requested adding Dixie Creek Subdivision for consideration for a possible executive session discussion
- 8.) Supervisor Bill Russell requested adding employee holidays

9.) Board Attorney Tony Nowak requested adding the Eudora Fire Department

10.) Mr. Nowak requested adding an MOU with the cities for software for sharing information

11.) Supervisor Mark Gardner requested adding an economic development item for consideration for a possible executive session discussion

Supervisor Jessie Medlin made the motion and Supervisor Lee Caldwell seconded the motion to approve the Agenda with the additions set forth above.

The motion passed by a vote as follows:

Supervisor Jessie Medlin, First District	<u>YES</u>
Supervisor Mark Gardner, Second District	<u>YES</u>
Supervisor Bill Russell, Third District	<u>YES</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Harvey Lee, Fifth District	<u>YES</u>

**1. Supervisor Gardner asked to delete item D.2. Mr. Witt will appear at a later meeting.**

**2. County Administrator Vanessa Lynchard requested adding items, deleting one item and moving one item as follows:**

**a. E911 Appointment – District**

Supervisor Lee Caldwell made the motion and Supervisor Jessie Medlin seconded the motion to approve the appointment of Michael Guice to E911 Commission and to remove Michael Morris.

The motion passed by a vote as follows:

Supervisor Jessie Medlin, First District	<u>YES</u>
Supervisor Mark Gardner, Second District	<u>YES</u>
Supervisor Bill Russell, Third District	<u>YES</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Harvey Lee, Fifth District	<u>YES</u>

**b. The lease agreement with North Delta Planning and Development for space in the Agriculture Building**

Ms. Lynchard said North Delta is moving to the southeast side of the Ag Building in order to acquire more space.

Board Attorney Tony Nowak said the county pays their utilities but they pay for their phones.

Supervisor Lee Caldwell made the motion and Supervisor Jessie Medlin seconded the motion to approve the lease agreement renewal with North Delta Planning and Development District for one year with the option to renew and monthly rental in the amount of \$1,164.17 with the county paying utilities except for phones.

The motion passed by a vote as follows:

Supervisor Jessie Medlin, First District	<u>YES</u>
Supervisor Mark Gardner, Second District	<u>YES</u>
Supervisor Bill Russell, Third District	<u>YES</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Harvey Lee, Fifth District	<u>YES</u>

**See Exhibit E.2.b**

**c. North Delta Planning and Development District Loan Review Committee**

Supervisor Lee Caldwell made the motion and Supervisor Harvey Lee seconded the motion to

appoint Sonny Stuckey to the North Delta Planning and Development District Loan Review Committee.

The motion passed by a vote as follows:

Supervisor Jessie Medlin, First District	<u>YES</u>
Supervisor Mark Gardner, Second District	<u>YES</u>
Supervisor Bill Russell, Third District	<u>YES</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Harvey Lee, Fifth District	<u>YES</u>

**See Exhibit E.2.c**

**d. Approval of additional grant resolution for DHS – CDBG Grant**

Ms. Lynchard said this Grantee Section 3 Action Plan of this grant requires contractors to follow Section 3 laws to increase opportunities for training and employment for lower income residents of the Section 3 covered area of DeSoto County.

Supervisor Lee Caldwell made the motion and Supervisor Jessie Medlin seconded the motion to approve accepting the CDBG Grant.

The motion passed by a vote as follows:

Supervisor Jessie Medlin, First District	<u>YES</u>
Supervisor Mark Gardner, Second District	<u>YES</u>
Supervisor Bill Russell, Third District	<u>YES</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Harvey Lee, Fifth District	<u>YES</u>

**See Exhibit E.2.d**

**e. Contracts: Adult Drug Court – Copyplus, Inc. (Melissa Grant)**

Contracts Administrator Melissa Grant said the contract with Copyplus, Inc. has been rewritten to add new equipment for Adult Drug Court.

Supervisor Lee Caldwell made the motion and Supervisor Harvey Lee seconded the motion to approve the contract with Copyplus, Inc., to include new equipment for Adult Drug Court.

The motion passed by a vote as follows:

Supervisor Jessie Medlin, First District	<u>YES</u>
Supervisor Mark Gardner, Second District	<u>YES</u>
Supervisor Bill Russell, Third District	<u>YES</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Harvey Lee, Fifth District	<u>YES</u>

**See Exhibit E.2.e**

**f. Recreation District – ARK Nature Trail – This item H.8.b was removed from the Agenda**

**3.) Supervisor Jessie Medlin requested moving item H.10 to item number D Citizens Remarks & Presentations – See item number D.3 for this discussion.**

**4.) Chief Financial Officer Tom Arnold requested adding Park Fund update**

Mr. Arnold presented an update showing the fund balances in the districts fund.

Supervisor Bill Russell made the motion and Supervisor Jessie Medlin seconded the motion to approve moving the remainder of the District 3 park funds to Parks and Recreation.

The motion passed by a vote as follows:

Supervisor Jessie Medlin, First District	<u>YES</u>
Supervisor Mark Gardner, Second District	<u>YES</u>
Supervisor Bill Russell, Third District	<u>YES</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Harvey Lee, Fifth District	<u>YES</u>

**See Exhibit E.4**

**5.) Director of Administrative Services Pat McLeod requested adding one bid under advisement for Sheriff’s Uniforms to be presented by Sheila Morris**

Procurement Clerk Sheila Morris said five vendors responded to the bid for Sheriff’s uniforms. She said two companies were within a 50 mile radius which makes it much easier for fitting when officers need uniforms. Ms. Morris said three companies are located in Memphis.

Supervisor Jessie Medlin asked who provides the uniforms now. Ms. Morris said Shapiro Uniforms.

Supervisor Lee Caldwell made the motion and Supervisor Jessie Medlin seconded the motion to approve Mid-South Uniforms as the lowest and best bid as follows:

The motion passed by a vote as follows:

Supervisor Jessie Medlin, First District	<u>YES</u>
Supervisor Mark Gardner, Second District	<u>YES</u>
Supervisor Bill Russell, Third District	<u>YES</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Harvey Lee, Fifth District	<u>YES</u>

**See Exhibit E.5**

**6.) Road Manager Andy Swims requested adding an update on Holly Springs Road**

Road Manager Andy Swims said that Holly Springs Road is under water several times a year and his department always takes care of it. Mr. Swims said he has considered putting up gates when the road floods instead of having employees in the area. He said traffic signs could be installed to give adequate time for a detour opportunity.

Supervisor Mark Gardner asked for an estimated cost to elevate Holly Springs Road. Mr. Swims said Phase I would cost approximately \$12 million.

Supervisor Mark Gardner made the motion and Supervisor Harvey Lee seconded the motion to approve the Road Manager getting estimates for installing posts and gates on Holly Springs Road to use when the road is flooded, and to draft safety and guidelines and bring back to the Board.

The motion passed by a vote as follows:

Supervisor Jessie Medlin, First District	<u>YES</u>
Supervisor Mark Gardner, Second District	<u>YES</u>
Supervisor Bill Russell, Third District	<u>YES</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Harvey Lee, Fifth District	<u>YES</u>

**7.) Chancery Clerk Sluggo Davis requested adding Dixie Creek Subdivision for consideration for a possible executive session discussion - This item was determined to qualify for executive session.**

**8.) Supervisor Bill Russell requested adding employee holidays**

Supervisor Russell said he has received requests from employees to take Good Friday as a holiday

instead of Confederate Memorial Day.

Supervisor Lee Caldwell said she had received the same request.

Supervisor Jessie Medlin asked if it is a state holiday. He said he brought up holidays earlier this year as well.

Board Attorney Tony Nowak said he would check to see if the holidays could be swapped and get back with the Board.

**9.) Board Attorney Tony Nowak requested adding the Eudora Fire Department**

The Board discussed applying for a loan for a 2013 fire truck. Board Attorney Tony Nowak explained that a public meeting would have to be held.

Supervisor Lee Caldwell made the motion and Supervisor Bill Russell seconded the motion to approve holding a public hearing on Monday, May 6, 2013, regarding the Eudora Fire Department's application to purchase a 2013 fire truck.

The motion passed by a vote as follows:

Supervisor Jessie Medlin, First District	<u>YES</u>
Supervisor Mark Gardner, Second District	<u>YES</u>
Supervisor Bill Russell, Third District	<u>YES</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Harvey Lee, Fifth District	<u>YES</u>

Supervisor Caldwell said that Eudora sold two fire trucks and will apply that money to purchasing a new fire truck. She said they need this truck to help improve their fire rating.

Deputy Director of EMA Tim Curtis said for years the insurance industry has given fire ratings on the number of fire departments or closest fire protection district to lower rates and sell insurance to customers. Mr. Curtis said that insurance companies are geo locating homes. He said a home may have gotten a certain rating and now this home is outside the fire district and the homeowner's insurance rates will be raised. Mr. Curtis said another problem with insurance companies is that they just cancel insurance coverage which is happening frequently. He said the state rating bureau sets the ratings. Mr. Curtis said they are continually working with citizens to get the best rating.

Supervisor Caldwell said Chief Bobby Storey is working with the other fire departments to get the insurance rating down.

Supervisor Mark Gardner asked if location of the fire station affects the rating. Mr. Curtis said yes. He said Love Fire Station is a good example. They carry a class 9 rating with good services and they are a good department. The rating is based on the location of the station. The bureau can extend a fire station rating past five miles but the volunteer station must be within five miles.

County Administrator Vanessa Lynchard said people are losing their homesteads and now their insurance rates are increasing and it makes it hard on them.

Supervisor Caldwell said the public needs to be educated. She suggested bringing the situation to the Fire Department Committee before contacting the Fire Marshall.

Mr. Curtis reported that two explosives had gone off at 2:45 p.m. at the Boston Marathon. He said there are several injuries and deaths that were reported. They do not know the type of explosives at this time.

**10.) Mr. Nowak requested adding an MOU with the cities for software for sharing information**

Board Attorney Tony Nowak said the Board entered into a MOU with the cities for software that allows sharing of information between the county and cities. The MOU was presented as

\$49,999.98 for two years. Mr. Nowak said he learned on Friday that it is for one year and will cost \$49,999.98 per year.

Officer Macon Moore explained that the software includes computers in all vehicles, jail tracker and every program that runs their agencies. He said the county started on one system in 2008.

Supervisor Jessie Medlin asked Mr. Nowak if this is a grant and if this is the county match.

Mr. Nowak said the grant is with the city of Southaven and the county and the other cities, except for Walls, pay their portion. He said in order for the county to pay their share, a new MOU needs to be drafted each year.

County Administrator Vanessa Lynchard asked if there is funding in the budget. Officer Moore said yes, funds are based on a percentage of ticket proceeds and there is still enough money to pay for it.

Mr. Nowak said no action was necessary but he wanted to inform the Board that the cost for the program is \$49,999.98 per year and not for two years.

**11.) Supervisor Mark Gardner requested adding an economic development item for consideration for a possible executive session discussion -** This item was later determined to qualify for executive session.

## **F. CONSENT AGENDA**

The Board of Supervisors considered the following items on the meeting's Consent Agenda.

Supervisor Jessie Medlin asked about item number H.8.c for the Sheriff's Department.

County Administrator Vanessa Lynchard said a Deputy went to Colorado for DUI Training and wants to be reimbursed for expenses when he returns.

Supervisor Medlin asked why it did not go through the system as usual. Ms. Lynchard said the Chief Financial Officer may have an explanation and he would be in the meeting later.

Supervisor Lee Caldwell made the motion and Supervisor Bill Russell seconded the motion to approve the actions set forth in Consent Agenda.

After further discussion, Supervisor Caldwell withdrew the motion and Supervisor Russell withdrew the second, to wait for an explanation from the Chief Financial Officer regarding F.8.

Later in the meeting Chief Financial Officer Tom Arnold said in reference to item number F.8, the Deputy had additional expenses that would be turned in when he returned and he did not want to have to wait until the first meeting in May to be reimbursed. Mr. Arnold said the Deputy would turn in the receipts when he returns and the amount requested is up to \$200.

Supervisor Jessie Medlin made the motion and Supervisor Lee Caldwell made the motion to approve the actions set forth in Consent Agenda as follows:

### **1. Office of Finance and Accounting**

#### **a. Budget Amendments**

#### **b. Request of Transfer of Sheriff Seized Funds**

<b>Case #</b>	<b>Defendant</b>	<b>Date Seized</b>	<b>Receipt #</b>	<b>Amount</b>	<b>Date of Forfeiture</b>
<b>2012-61440</b>	<b>Kevin Beatty</b>	<b>12/31/12</b>	<b>27210</b>	<b>\$1,100.00</b>	<b>4/4/13</b>

2012-28502	Darrick Johnson	6/21/12	26515	\$ 430.00	4/4/13
2013-10315	Christian Stinyard	3/1/13	27446	\$ 862.00	4/4/13
2013-10315	Michael Finley	3/1/13	27446	\$ 1,255.00	4/4/13
			<b>TOTAL</b>	<b>\$3,647.00</b>	

Transfer from: Sheriff-Seized Fund (123-000-139) \$3,647.00  
 Transfer to: Sheriff-Forfeiture Fund (120-000-238) \$3,647.00

c. Inventory Clerk: Final Dispositions

1) Sheriff's Department: Forfeiture

AGENCY	CASE #		DATE DECLARED	MFGR	YEAR	DESCRIPTION	SERIAL #	VALUE
SWAT	2013-7780	TAYLOR HOLLAND	03/07/13	TOYOTA	1998	TACOMA SR5 (BLACK)	4TAWN72N9WZ010748	7500.00
ASSET NUMBER TO BE ASSIGNED #42870								
<b>T250 - L227 - F120 - D200</b>								
SWAT	2012-28502	DARRICK JOHNSON	04/04/13	CADILLAC	2004	CTS (BLUE)	1G6DM577840180682	7500.00
ASSET NUMBER TO BE ASSIGNED #42871								
<b>T200 - L227 - F120 - D200</b>								

2) Chancery

ASSET #	DESCRIPTION	SERIAL #	ISSUE/REASON FOR DISPOSAL	Y R A C C O U N T	LOCATION AT PRELIMINARY	PRELIMINARY APPROVAL DATE	DISPOSED OF BY	FINAL DISPOSAL LOCATION	
39982	DELL OPTIPLEX DESKTOP PC	9ZY5B1	OBSOLETE- bought refurb 3 years ago, too slow, non-upgradable processors, buy newer	09	2H	CHANCERY STORAGE	02/19/13	JEFFERY BROWN	E-WASTE
39983	DELL OPTIPLEX DESKTOP PC	BYP5B1	OBSOLETE- bought refurb 3 years ago, too slow, non-upgradable processors, buy newer	09	2H	CHANCERY STORAGE	"	"	"
39984	DELL OPTIPLEX DESKTOP PC	85ZY5B1	OBSOLETE- bought refurb 3 years ago, too slow, non-upgradable processors, buy newer	09	2H	CHANCERY STORAGE	"	"	"
39985	DELL OPTIPLEX DESKTOP PC	1LSY5B1	OBSOLETE- bought refurb 3 years ago, too slow, non-upgradable processors, buy newer	09	2H	CHANCERY STORAGE	"	"	"
39986	DELL OPTIPLEX DESKTOP PC	73ZY5B1	OBSOLETE- bought refurb 3 years ago, too slow, non-upgradable processors, buy newer	09	2H	CHANCERY STORAGE	"	"	"
39987	DELL OPTIPLEX DESKTOP PC	BKSY5B1	OBSOLETE- bought refurb 3 years ago, too slow, non-upgradable processors, buy newer	09	2H	CHANCERY STORAGE	"	"	"
39988	DELL OPTIPLEX DESKTOP PC	JMSY5B1	OBSOLETE- bought refurb 3 years ago, too slow, non-upgradable processors, buy newer	09	2H	CHANCERY STORAGE	"	"	"
40001	HP DESKJET 6988DT PRINTER	SMY94G2K3P7	OBSOLETE- Our office no longer uses inkjet personal printers. Ink runs out too quickly and too costly to replace.	09	1H	CHANCERY STORAGE	"	"	"
40005	ACER 20" LCD MONITOR	ETLAR0804590407FFB4220	BROKEN--Dark lines going down monitors.	09	1H	CHANCERY STORAGE	"	"	"
40006	ACER 20" LCD MONITOR	ETLAR0804590407FFE4220	BROKEN--Dark lines going down monitors.	09	1H	CHANCERY STORAGE	"	"	"
40007	ACER 20" LCD MONITOR	ETLAR08045904080248220	BROKEN--Dark lines going down monitors.	09	1H	CHANCERY STORAGE	"	"	"
40008	ACER 20" LCD MONITOR	ETLAR08045904080074220	BROKEN--Dark lines going down monitors.	09	1H	CHANCERY STORAGE	"	"	"
40009	ACER 20" LCD MONITOR	ETLAR08045904080144220	BROKEN--Dark lines going down monitors.	09	1H	CHANCERY STORAGE	"	"	"
40395	LEXMARK E260D PRINTER	S72L8852	BROKEN--Does not feed paper correctly.	10	2H	CHANCERY STORAGE	"	"	"
40396	LEXMARK E260D PRINTER	S72L88MG	BROKEN--Does not feed paper correctly.	10	2H	CHANCERY STORAGE	"	"	"

AUTHORIZATION TO DISPOSE		INVENTORY CLERK INFORMATION	NOTES
SIGNED BY: <u>W.E. SLUGGO DAVIS</u>	DATE: <u>02/15/13</u>	LIST DATE INVENTORY WAS DISPOSED IN AS400	RECEIVED EMAIL FROM JOHN MITCHELL, DIRECTOR OF IT DEPARTMENT 2/27/13 THERE DID NOT APPEAR TO BE ANYTHING SALVAGABLE ON CHANCERY INVENTORY DISPOSAL LIST
PRINT NAME: _____	DISPOSED BY: <u>JEFF BROWN</u>		
DISPOSED BY: <u>JEFF BROWN</u>	DATE: <u>03/29/13</u>	LIST DATE FINAL BOS MINUTES WERE ATTACHED	
PRINT NAME: _____	INV CLERK: <u>CHARMAINE MCCOOL</u>		
INV CLERK: <u>CHARMAINE MCCOOL</u>	DATE: <u>02/15/13</u>		

ASSET #	DESCRIPTION	SERIAL #	ISSUE/REASON FOR DISPOSAL	Y R A C G	C O S T	LOCATION AT PRELIMINARY	PRELIMINARY APPROVAL DATE	DISPOSED OF BY	FINAL DISPOSAL LOCATION
31770	EPSON LQ-2180 PRINTER	BDWY025777	OBSOLETE--Our office no longer uses dot matrix personal printers.	02	6H	CHANCERY STORAGE	02/19/13	JEFFERY BROWN	E-WASTE
32639	FUJITSU FI-4120C SCANNER	612009	BROKEN-Internal rollers wore out - not replaceable.	03	1K	CHANCERY STORAGE	"	"	"
33531	OKI DATA ML590 PRINTER	S312D4011651H	OBSOLETE--Our office no longer uses dot matrix personal printers.	04	5H	CHANCERY STORAGE	"	"	"
34796	LACIE ETHERNET DISK	162702317	OBSOLETE--No longer used or needed in our office, used old Windows XP OS.	06	8H	CHANCERY STORAGE	"	"	"
34797	HP COMPAQ DEKSTOP PC	SMXL6250VYL	OBSOLETE-6 Years Old, too slow, non-upgradable processors, buy newer PC cheaper	06	4H	CHANCERY STORAGE	"	"	"
34800	HP COMPAQ DEKSTOP PC	SMXL625109V	OBSOLETE-6 Years Old, too slow, non-upgradable processors, buy newer PC cheaper	06	4H	CHANCERY STORAGE	"	"	"
34819	HP COMPAQ DEKSTOP PC	SMXL6250YBX	OBSOLETE-6 Years Old, too slow, non-upgradable processors, buy newer PC cheaper	06	4H	CHANCERY STORAGE	"	"	"
34820	HP COMPAQ DEKSTOP PC	SMXL6250YC2	OBSOLETE-6 Years Old, too slow, non-upgradable processors, buy newer PC cheaper	06	4H	CHANCERY STORAGE	"	"	"
34824	HP COMPAQ DEKSTOP PC	SMXL6251075	OBSOLETE-6 Years Old, too slow, non-upgradable processors, buy newer PC cheaper	06	4H	CHANCERY STORAGE	"	"	"
34841	HP LASERJET PRINTER	SCNJ68K1HQ	BROKEN-Does not feed paper correctly. Internal rollers wore out - not replaceable.	06	6H	CHANCERY STORAGE	"	"	"
35661	DELL DIMENSION 4700	37SZD61	BROKEN-Will not power on.	04	5H	CHANCERY STORAGE	"	"	"
38162	HP DESKJET 6940 COLOR INKJET	SMY73C9R2MY	OBSOLETE--Our office no longer uses inkjet personal printers. Ink runs out too quickly and too costly to replace	07	1H	CHANCERY STORAGE	"	"	"
38165	OKI MICROLINE 390 TURBO PRINTER	SAE6C010461FO	OBSOLETE--Our office no longer used dot matrix personal printers.	07	4H	CHANCERY STORAGE	"	"	"
39127	HP LASERJET P2015X PRINTER	SCNBJP18297	BROKEN-Will not feed paper.	07	6H	CHANCERY STORAGE	"	"	"
39250	HP DESKJET 6940 COLOR INKJET	SMY77HBS49H	OBSOLETE--Our office no longer uses inkjet personal printers. Ink runs out too quickly and too costly to replace	07	1H	CHANCERY STORAGE	"	"	"
39512	HP DESKJET 6988DT PRINTER	SMY85Q2R039	OBSOLETE--Our office no longer uses inkjet personal printers. Ink runs out too quickly and too costly to replace	08	2H	CHANCERY STORAGE	"	"	"
39707	HP WORKSTATION	2UA8320TJV	BROKEN--Motherboard needs to be replaced.	08	1K	CHANCERY STORAGE	"	"	"
39981	DELL OPTIPLEX DESKTOP PC	Z7ZYSB1	OBSOLETE- Bought Refurb 3 Years ago, too slow, non-upgradable processors, buy newer PC cheaper	09	2H	CHANCERY STORAGE	"	"	"

INVENTORY CLERK INFORMATION				NOTES RECEIVED EMAIL FROM JOHN MITCHELL, DIRECTOR OF IT DEPARTMENT 2/27/13 THERE DID NOT APPEAR TO BE ANYTHING SALVAGABLE ON CHANCERY INVENTORY
SIGNED BY: <u>W.E. SLUGGO DAVIS</u>	DATE: <u>02/15/13</u>	LIST DATE	INVENTORY WAS DISPOSED IN AS400	
PRINT NAME: _____		INVENTORY WAS	DISPOSED IN AS400	
DISPOSED BY: <u>JEFF BROWN</u>	DATE: <u>03/29/13</u>	LIST DATE	FINAL BOS MINUTES WERE ATTACHED	
PRINT NAME: _____		FINAL BOS MINUTES	WERE ATTACHED	
INV CLERK: <u>CHARMAINE MCCOOL</u>	DATE: <u>02/15/13</u>			

31802	GATEWAY E-4000 PC	28583509	OBSOLETE--10 years old. Non-upgradeable.	02	1K	CHANCERY STORAGE	02/19/13	JEFFERY BROWN	E-WASTE
32648	LEXMARK E321 LASER PRINTER	890932P	BROKEN--Does not feed paper correctly. Put black lines down the paper.	03	3H	CHANCERY STORAGE	"	"	"
32649	FUJITSU FI-4120C SCANNER	608411	BROKEN-Internal rollers wore out. Not replaceable.	03	1K	CHANCERY STORAGE	"	"	"
34799	HP COMPAQ DESKTOP PC	SMXL62510DC	OBSOLETE-6 Years Old, too slow, non-upgradable processors, buy newer PC cheaper	06	4H	CHANCERY STORAGE	"	"	"
34821	HP COMPAQ DESKTOP PC	SMXL6250YZ1	OBSOLETE-6 Years Old, too slow, non-upgradable processors, buy newer PC cheaper	06	4H	CHANCERY STORAGE	"	"	"
34822	HP COMPAQ DESKTOP PC	SMXL6250ZM1	OBSOLETE-6 Years Old, too slow, non-upgradable processors, buy newer PC cheaper	06	4H	CHANCERY STORAGE	"	"	"
34823	HP COMPAQ DESKTOP PC	SMXL6250Z02	OBSOLETE-6 Years Old, too slow, non-upgradable processors, buy newer PC cheaper	06	4H	CHANCERY STORAGE	"	"	"
34828	HP COMPAQ DESKTOP PC	SMXL625102C	OBSOLETE-6 Years Old, too slow, non-upgradable processors, buy newer PC cheaper	06	4H	CHANCERY STORAGE	"	"	"
34830	HP COMPAQ DESKTOP PC	SMXL6251073	OBSOLETE-6 Years Old, too slow, non-upgradable processors, buy newer PC cheaper	06	4H	CHANCERY STORAGE	"	"	"
34839	ACER 19 LCD MONITOR	623024E84219	BROKEN--Screen too bright to be able to read anything on. Can not be fixed.	06	2H	CHANCERY STORAGE	"	"	"
35188	LEXMARK E234 PRINTER	380FCZB	OBSOLETE--8 years old. We no longer have use for. Was replaced long ago, don't remember exactly why.	04	2H	CHANCERY STORAGE	"	"	"
35189	LEXMARK E234 PRINTER	720KLF6	OBSOLETE--8 years old. We no longer have use for. Was replaced long ago, don't remember exactly why.	04	2H	CHANCERY STORAGE	"	"	"
38193	RICOH AFICIO PRINTER	Q41787002885	BROKEN--Will not feed paper at all.	07	3H	CHANCERY STORAGE	"	"	"
39485	HP DESKJET PRINTER	C8970A002	OBSOLETE--Our office no longer uses inkjet personal printers. Ink runs out too quickly and too costly to replace	08	1H	CHANCERY STORAGE	"	"	"
40391	LEXMARK MONOCHROME LASER	S72LC2TN	BROKEN--Does not feed paper correctly.	09	2H	CHANCERY STORAGE	"	"	"

AUTHORIZATION TO DISPOSE				INVENTORY CLERK INFORMATION		NOTES RECEIVED EMAIL FROM JOHN MITCHELL, DIRECTOR OF IT DEPARTMENT 2/27/13 THERE DID NOT APPEAR TO BE ANYTHING SALVAGABLE ON CHANCERY INVENTORY
SIGNED BY: <u>W.E. SLUGGO DAVIS</u>	DATE: <u>02/15/13</u>	LIST DATE	INVENTORY WAS DISPOSED IN AS400			
PRINT NAME: _____		INVENTORY WAS	DISPOSED IN AS400			
DISPOSED BY: <u>JEFF BROWN</u>	DATE: <u>03/29/13</u>	LIST DATE	FINAL BOS MINUTES WERE ATTACHED			
PRINT NAME: _____		FINAL BOS MINUTES	WERE ATTACHED			
INV CLERK: <u>CHARMAINE MCCOOL</u>	DATE: <u>02/15/12</u>					

**3) IT Department**

ASSET #	DESCRIPTION	SERIAL #	ISSUE/REASON FOR DISPOSAL	Y R A C C O S T	C O S T	LOCATION AT PRELIMINARY	PRELIMINARY APPROVAL DATE	DISPOSED OF BY	FINAL DISPOSAL LOCATION	DATE OF FINAL APPROVAL
32604	HP DeskJet Printer	MY2931J2V5	EXCESSIVE OPERATION COST - NR	02	1H	IT DISPOSAL CLOSET	01/22/13	FELICIA HOPPER	E-WASTE	04/15/13
32623	Clone PC	I03023359741	CAN NOT UPGRADE UNIT / NRC	03	9H	"	"	"	"	"
33405	Dell P1500 Laser Printer	DQTQ621	UNIT IS WORN OUT / NR	03	3H	"	"	"	"	"
33537	Dell Optiplex GX2700	7WH0G41	CAN NOT UPGRADE UNIT / NRC	04	9H	"	"	"	"	"
34746	HP DC5000 PC	MXL524063Q	COST OF REPAIRS EXCEED VALUE / NRC	05	11H	"	"	"	"	"
36689	Netgear 5 port switch	11E2583M032A8	OPERATION FAILURE / NRC	05	1H	"	"	"	"	"
39272	HP Printer	TH79T5152B	REPLACED DUE TO WEAR / NRC	08	1H	"	"	"	"	"
39273	HP Printer	TH79S51BC5	REPLACED DUE TO WEAR / NRC	08	1H	"	"	"	"	"
39274	HP Printer	TH79T5501D	REPLACED DUE TO WEAR / NRC	08	1H	"	"	"	"	"
39443	Howard Computer	1173003008	COST OF REPAIRS EXCEED VALUE / NRC	08	7H	"	"	"	"	"
39649	Black ATX	SCOTT	UNABLE TO RUN NEW SOFTWARE / NR	09	9H	"	"	"	"	"
39672	Custom Built PC	N/A	UNABLE TO RUN NEW SOFTWARE / NR	09	1K	"	"	"	"	"
40188	LG300 Cell Phone	268435458415809022	DAMAGE - DROPPED / NR	09	1H	"	"	"	"	"
41175	Samsung ML2851MD Printer	4F61BKFZ800719	COST OF REPAIRS EXCEED VALUE / NRC	10	3H	"	"	"	"	"
41526	Motorola Quanico 845	268435459406682167	WATER DAMAGED / NR	11	3H	"	"	"	"	"

AUTHORIZATION TO DISPOSE				INVENTORY CLERK INFORMATION		NOTES
SIGNED BY:	JOHN MITCHELL	DATE:	01/10/13	LIST DATE	INVENTORY WAS DISPOSED IN AS400	UPDATE ON DISPOSAL ITEMS  ITEMS PREVIOUSLY APPROVED FOR DISPOSAL 11/5/2012
PRINT NAME:	JOHN MITCHELL	ORIGINAL DISPOSAL SIGNED:	10/25/12			
DISPOSED BY:	FELICIA HOPPER	DATE:	03/21/13	LIST DATE	FINAL BOS MINUTES WERE ATTACHED	
PRINT NAME:						
INV CLERK:	CHARMAINE MCCOOL	DATE:	01/10/13			
	CHARMAINE MCCOOL	ORIGINAL DISPOSAL SIGNED:	10/25/12			

**2. Establish as Part of the Formal Record and Enter into the Board’s Minutes: Interlocal Agreement with DeSoto County School District – Construction of Confidence Training Course**

**3. Reappoint Billy Wayne Baldwin as Assistant Coroner**

**4. Road Department: Monthly Safety Report**

**5. Chancery Clerk’s Office**

**a. Objections to Homesteads**

Balch, Noel S	2081 0113 448.00
Bates, Linda M	2069 2904 44.00
Bryan, James	3073 0712 44.00
Deaton, Joe H	1079 3004 1952.00
Dixon, Gary L	1064 2002 82.00
Gaines, Jerry W	1079 3019 86.00
Harmon, Ollie E	2064 1700 2.00
Harrell, Sidney Franklin	3072 0300 17.00
Jones, Callie R	1088 3308 67.00
Jordan, Glen C	2071 1207 32.00
Kirk, Virginia Sue	4086 1303 367.00
Kuether, Ronald L	1074 2012 519.00
Lankford, Carolyn	1065 2217 342.00
Lazarus, Bruce A	2065 1510 121.00
LeJeune, Patricia L	1067 3510 144.00
Lorentz, Thomas L	1059 3211 458.00
Lusk, Glenn L	1065 2110 79.00
Mosley, James	1078 3418 3.00
Richards, Martha M	3062 0400 5.07
Sparks, James Wilson	2065 1600 3.01
Sullivan, Lynford M	2076 2304 580.00
Sullivan, Roberta A	2073 0606 71.00
Wesson, Frederick D	1079 2902 69.00
Williams, Sherry K	1069 3005 84.00

That the following vote was taken on this action:

First District Supervisor Jessie L. Medlin \_\_\_\_\_

**Second District Supervisor Mark Gardner** \_\_\_\_\_  
**Third District Supervisor Bill Russell** \_\_\_\_\_  
**Fourth District Supervisor Lee Caldwell** \_\_\_\_\_  
**Fifth District Supervisor Harvey Lee** \_\_\_\_\_

Ordered and Done, this the \_\_\_\_\_ day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
**Mark Gardner, President**  
**DeSoto County Board of Supervisors**

Page 2 of 2

Baker, Jeffrey M	2074	1815	68.00
Leslie, Paul B	4085	1500	11.01

**That the following vote was taken on this action:**

**First District Supervisor Jessie L. Medlin** \_\_\_\_\_  
**Second District Supervisor Mark Gardner** \_\_\_\_\_  
**Third District Supervisor Bill Russell** \_\_\_\_\_  
**Fourth District Supervisor Lee Caldwell** \_\_\_\_\_  
**Fifth District Supervisor Harvey Lee** \_\_\_\_\_

Ordered and Done, this the \_\_\_\_\_ day of \_\_\_\_\_, 2013.

Goss, Cody S	1058	3302	41.00
Hart, Frank Gerald JR	2075	1603	129.00
Kirkwood, Larry Jr		1069	3204 16.00
Lawler, William Stewart	3097	3601	23.00
Long, Beatriz A	2077	2602	18.00
Mire, Patrick E Jr	3073	0611	238.00
Mostert, Eon	1074	2019	773.00
Patel, Karishma	2075	1610	300.00
Robinson, S Craig	2084	1900	16.02
Smith, Francis C	1078	2703	13.00
Smith, Paulette	1076	2307	78.00
Sullivan, Matthew R	3074	1855	3 21.00
Todd, Susie B	1068	2709	142.00

**That the following vote was taken on this action:**

**First District Supervisor Jessie L. Medlin** \_\_\_\_\_  
**Second District Supervisor Mark Gardner** \_\_\_\_\_  
**Third District Supervisor Bill Russell** \_\_\_\_\_  
**Fourth District Supervisor Lee Caldwell** \_\_\_\_\_  
**Fifth District Supervisor Harvey Lee** \_\_\_\_\_

Ordered and Done, this the \_\_\_\_\_ day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
**Mark Gardner, President**  
**DeSoto County Board of Supervisors**

Downing, Andrella	2074	2000	7.12
Hopkins, Orville K	2082	0403	41.00
Joyner, David E.	4086	1300	5.00
Palmer, William Dennis	3094	2001	128.00

**That the following vote was taken on this action:**

**First District Supervisor Jessie L. Medlin** \_\_\_\_\_  
**Second District Supervisor Mark Gardner** \_\_\_\_\_  
**Third District Supervisor Bill Russell** \_\_\_\_\_  
**Fourth District Supervisor Lee Caldwell** \_\_\_\_\_  
**Fifth District Supervisor Harvey Lee** \_\_\_\_\_

Ordered and Done, this the \_\_\_\_\_ day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
**Mark Gardner, President**  
**DeSoto County Board of Supervisors**

Corner, Latonya	1088	2829	9.00
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That the following vote was taken on this action:  
 First District Supervisor Jessie L. Medlin \_\_\_\_\_  
 Second District Supervisor Mark Gardner \_\_\_\_\_  
 Third District Supervisor Bill Russell \_\_\_\_\_  
 Fourth District Supervisor Lee Caldwell \_\_\_\_\_  
 Fifth District Supervisor Harvey Lee \_\_\_\_\_

Ordered and Done, this the \_\_\_\_\_ day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
 Mark Gardner, President  
 DeSoto County Board of Supervisors

b. Chancery Allowances – April 5<sup>th</sup> \$1,966.66

**6. Revised Annual Constable Report for Elizabeth Medlin**

**7. Office of Procurement: Accept and Approve Official Proposal form and Bid Specifications and Solicit Annual Bids for Copiers for County Offices**

**8. Approval of Reimbursement for Sheriff’s Department**

The motion passed by a vote as follows:

Supervisor Jessie Medlin, First District	<u>YES</u>
Supervisor Mark Gardner, Second District	<u>YES</u>
Supervisor Bill Russell, Third District	<u>YES</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Harvey Lee, Fifth District	<u>YES</u>

See Exhibit F

**G. OLD BUSINESS**

**1. Humana Contracts for Approval and Signature**

**a. Summary of Benefits and Coverage Document Authorization**

**b. Medical Summary Plan Description & Claims Payment Agreement**

**c. Dental Summary Plan Description & Claims Payment Agreement**

**d. Stop Loss Schedule of Coverage (reference Humana Financial Proposal)**

**e. Amendment to Plan Management Agreement**

Human Resources Director Janna Rogers said these agreements are in relationship to the arrangement the County has with Humana. Ms. Rogers said the agreements have been reviewed by the Human Resources Department and the Board Attorney.

Supervisor Jessie Medlin asked if the figures on the last page of the Stop Loss agreement had been corrected. Ms. Rogers said yes, thanks to Mr. Medlin’s due diligence, this currently shows the correct figures.

Supervisor Medlin asked if the previous vote was for two years or one year with the option to renew for one year. Ms. Rogers said it is a yearly agreement, but the planned management is a 3 year agreement.

Supervisor Medlin asked if the administrative rates are fixed. Ms. Rogers said yes, but it depends on experience rating. She said the stop loss agreement is for one year and depends on claims.

Supervisor Medlin clarified that we would have an option but it may be different the next year. Ms. Rogers said that is correct.

Supervisor Lee Caldwell made the motion and Supervisor Jessie Medlin seconded the motion to approve the contracts with Humana as described in exhibit G.1 and to authorize the Board President to sign the documents.

The motion passed by a vote as follows:

Supervisor Jessie Medlin, First District	<u>YES</u>
Supervisor Mark Gardner, Second District	<u>YES</u>
Supervisor Bill Russell, Third District	<u>YES</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Harvey Lee, Fifth District	<u>YES</u>

**See Exhibit G.1**

## **2. Insurance Committee Recommendations**

### **a. Family Medical Leave Recommendation**

### **b. Workers Compensation claims-allowance of sick and vacation time**

### **c. Additions to Insurance Committee**

**1) Andy Swims**

**2) Gail Bernard**

**3) Vickie Richmann**

Ms. Rogers said the Family Medical Leave Act recommendations by the Insurance Committee have been reviewed by Board Attorney Tony Nowak.

Mr. Nowak said FMLA is a federal program and can be complicated. He said the current county policy allows the employee to take their personal leave time before FMLA takes effect. He said benefits run concurrent.

The Board discussed employee leave donation, benefits payments and personal/sick leave versus Family Medical Leave.

Mr. Nowak said that FMLA is an assurance that an employee's job status will be held for 12 weeks.

Ms. Rogers said if a person works no less than 35 hours, benefits are continued.

County Administrator Vanessa Lynchard said we could revisit employee donated time and come back to the Board with a recommendation. Ms. Lynchard said it needs to be consistent and legal.

The Board discussed workers compensation and the pay structure. Ms. Rogers said it is almost equal because workers compensation pay is not taxed and PERS is not withheld from the paycheck.

Mr. Nowak said workers compensation does not secure an employee's job.

Supervisor Jessie Medlin made the motion and Supervisor Harvey Lee made the motion to approve the Insurance Committee recommendations for Family Medical Leave and Workers Compensation claims-allowance of sick and vacation time and authorize the Board President to sign the documents and to approve adding Andy Swims, Gail Bernard and Vickie Richmann to the Insurance Committee.

The motion passed by a vote as follows:

Supervisor Jessie Medlin, First District	<u>YES</u>
Supervisor Mark Gardner, Second District	<u>YES</u>
Supervisor Bill Russell, Third District	<u>YES</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Harvey Lee, Fifth District	<u>YES</u>

**See Exhibit G.2**

**3. Compensation Survey Contract**

Ms. Rogers presented the compensation survey scope of work contract with Stennis Institute of Government.

Board Attorney Tony Nowak said the timing of the payment needs to be clarified.

Supervisor Lee Caldwell made the motion and Supervisor Harvey Lee seconded the motion to approve the Compensation Survey Contract with John C, Stennis Institute of Government to engage in analysis of the content of jobs currently being performed within the county and, to conduct a salary survey and internal equity process to determine competitiveness of current compensation levels.

The motion passed by a vote as follows:

Supervisor Jessie Medlin, First District	<u>NO</u>
Supervisor Mark Gardner, Second District	<u>YES</u>
Supervisor Bill Russell, Third District	<u>NO</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Harvey Lee, Fifth District	<u>YES</u>

**See Exhibit G.3**

**H. NEW BUSINESS**

**1. Facilities Management: Siemens – Cost Savings Report**

Chris McNeil of Siemens Industrial presented an energy cost savings report for DeSoto County. Mr. McNeil said the construction phase is completed and the savings that Siemens guaranteed during that phase was met. He said there was savings of \$100,000 over the 18 month period. He said this savings includes the lighting and water as well.

County Administrator Vanessa Lynchard said they all agree that they are on track with savings for the county. Mr. McNeil said they will monitor it very closely. It should create a savings of \$297,000 over a 12 month period. Mr. McNeil said so far it is tracking very well.

Mr. McNeil said they will come back with a full report in November or December.

Supervisor Jessie Medlin asked when the year would end. Mr. McNeil said it would end in October. And it would take about 60 days to compile the report.

Director of Facilities Management Tony Martin said Reby Johnson in his office is tracking the energy bills and costs and Mr. McNeil is tracking usage. He presented the report representing savings in total dollar amounts.

Supervisor Mark Gardner asked if the chiller alarms were still okay. Mr. Martin said yes. He said they are forcing some conditions to check and improve the system and that is the only time they are seeing alarms.

Ms. Lynchard said Reby has already found several mistakes made by the energy companies and is in the process of getting those corrected. She said it is more important than ever to keep track on the county side.

Supervisor Harvey Lee asked if the county would experience the same types of issues when the weather changes.

Mr. McNeil said they have been running tests for the past two weeks and hope it will not be as much of an effect on the buildings and employees.

Mr. Martin said they are still working on a few issues.

Mr. McNeil said by running these reports and keeping communication open is how a savings will be seen.

Mr. McNeil commended the DeSoto County Facilities staff for their good tracing and record keeping. Ms. Lynchard expressed a high level of confidence in Siemens. She said the communication is very good and everyone is working very well. She said they are all working hard and she does not want Siemens to have to reimburse the county at the end of the year.

**See Exhibit H.1**

## **2. Circuit Clerk Excess Earnings Report**

Circuit Clerk Dale Thompson presented an excess earnings report and said she wanted to make sure the Board, especially the new members, were aware of how much money her early retirement is saving the county. She said the total savings to the county is \$327,346.00.

Supervisor Bill Russell made the motion and Supervisor Lee Caldwell seconded the motion to accept the Retired Circuit Clerk Salary Comparison report.

The motion passed by a vote as follows:

Supervisor Jessie Medlin, First District	<u>YES</u>
Supervisor Mark Gardner, Second District	<u>YES</u>
Supervisor Bill Russell, Third District	<u>YES</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Harvey Lee, Fifth District	<u>YES</u>

**See Exhibit H.2**

## **3. Recreational District**

### **a. Approval to Amend Budget**

Environmental Services Director Ray Laughter said previously the Road Department took care of maintaining grass and grounds for the parks. Mr. Laughter said they just found out the Road Department must be reimbursed \$30,000 for the maintenance.

County Administrator Vanessa Lynchard said she thought the Road Department budget could bear the cost for this year and next year put a permanent millage adjustment to put money in the parks fund.

Supervisor Mark Gardner said we would need to do a budget amendment since it is grass cutting season. He said the Recreational District was not aware they had to budget for this.

Supervisor Jessie Medlin asked about new equipment to take care of this issue.

Supervisor Harvey Lee suggested contracting the work so that the county would not have to purchase and maintain equipment.

The Board of Supervisors discussed options to handle the issue and details that would have to be taken into consideration.

Supervisor Bill Russell made the motion and Supervisor Harvey Lee seconded the motion to approve a budget amendment in the amount of \$30,000 to be transferred from the general fund ending cash to the parks fund to be used to pay the Road Department for maintaining parks.

The motion passed by a vote as follows:

Supervisor Jessie Medlin, First District	<u>YES</u>
Supervisor Mark Gardner, Second District	<u>YES</u>
Supervisor Bill Russell, Third District	<u>YES</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Harvey Lee, Fifth District	<u>YES</u>

**See Exhibit H.3.a**

#### **b. Approval to Set Purchasing Thresholds**

Environmental Services Manager Ray Laughter said he is the only county employee on the Recreational District Committee. Mr. Laughter recommended setting a threshold of \$300 for purchases. Anything over \$300 would need to be approved by the Board.

Supervisor Lee Caldwell made the motion and Supervisor Bill Russell seconded the motion to approve setting the threshold at \$300 for purchases made by the Recreational District and any purchase exceeding \$300 must be approved by the Board of Supervisors.

The motion passed by a vote as follows:

Supervisor Jessie Medlin, First District	<u>YES</u>
Supervisor Mark Gardner, Second District	<u>YES</u>
Supervisor Bill Russell, Third District	<u>YES</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Harvey Lee, Fifth District	<u>YES</u>

### **4. Environmental Services**

#### **a. DeSoto County's Spring Cleanup 2013**

Environmental Services Manager Ray Laughter said it is time for the DeSoto County Spring Cleanup. Mr. Laughter said the Cleanup kickoff traditionally coincides with the DeSoto County Earth Day Event. Mr. Laughter said the Spring Cleanup will be from April 20<sup>th</sup> until April 27<sup>th</sup>.

Mr. Laughter said they have received several new requests for dumpsters. Mr. Laughter presented the locations as well as what people can bring and cannot bring as described in Exhibit H.4.a. He said the dumpsters will be at those locations from April 20<sup>th</sup> until April 27<sup>th</sup>. Mr. Laughter said he appreciated the assistance in this effort provided by Waste Connections.

Supervisor Jessie Medlin made the motion and Supervisor Lee Caldwell seconded to approve the 2013 DeSoto County Cleanup event from April 20<sup>th</sup> until April 27<sup>th</sup> and to approve placing dumpsters at the following locations and to make the locations part of the minutes:

#### **Look for a Dumpster Near You!**

If you see a large dumpster at a public place, it's probably one of yours... that's right DeSoto County! It's Spring Clean Up Time! Take advantage of this once a year FREE public event. Clean out that attic or garage!

What you *can* bring: old furniture/mattresses; lumber; carpet; bricks; limbs/leaves; metal; plastic toys; fencing.

What you *cannot* bring: aerosols; all-purpose cleaners; antifreeze; batteries; tires; insecticides & herbicides; oil; paint; household garbage; electronics.

Dumpsters are located at Lewisburg Elementary, 1717 Craft Road; Love Fire Department, 7345 Hwy 51 South; Nesbit Water Association, 901 Pleasant Hill Road; Summershill Fire Department #1, 7600 Pleasant

Hill Road; Olive Branch City Park Complex C (Main Ball fields); Robertson-Donald Park, Hwy 301 Ball Park North of Goodman.

Hernando Middle School, 700 Dilworth (2 dumpsters); Horn Lake Middle School, 6125 Hurt Road (2 dumpsters); Fairhaven Fire Department, 13701 Centerhill Road; Bridgetown Fire Department 3980 Malone Road; Walls Fire Department, 6085 Hwy 161 North; Eudora Park, 9341 Hwy 304 West; ACI Fire Department, 10145 Holly Springs Rd (Cockrum); Southaven OLD Fire Station #2, 8440 Greenbrook Park.

For questions or concerns contact Ray Laughter, Carey Redding or David Wright with DeSoto County Environmental Services at 662-469-8152 or 662-469-8000, the County's main number.

The motion passed by a vote as follows:

Supervisor Jessie Medlin, First District	<u>YES</u>
Supervisor Mark Gardner, Second District	<u>YES</u>
Supervisor Bill Russell, Third District	<u>YES</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Harvey Lee, Fifth District	<u>YES</u>

Mr. Laughter said he is very excited about the Cleanup and appreciated the help from the newspapers.

#### **See Exhibit H.4.a**

#### **b. Request Approval of Contract for Waste Tire Recycling with Liberty Tire**

Environmental Services Manager Ray Laughter said that the county has used Mac's Tire Service for recycling tires since 2001 and they have been bought by Liberty Tire. He said a request to quote for the service was sent to 17 vendors and the only response is from Liberty Tire.

Supervisor Jessie Medlin asked where they are located. Mr. Laughter said the facility that services our locations is located in Saltillo, Mississippi.

Supervisor Medlin asked the Road Manager for an estimate for the County to transport the tires to Saltillo, MS. Road Manager Andy Swims said he would need to work up the numbers including the hourly cost for an employee.

Supervisor Bill Russell asked if the Road Department had an 18 wheeler. Mr. Swims said yes.

Mr. Laughter said the contract expires May 1<sup>st</sup> and liberty will not haul at the old rate any longer. Mr. Laughter said we do receive some grant funding up to \$35,000. He suggested using the grant and calling Liberty on an as needed basis.

Supervisor Jessie Medlin made the motion and Supervisor Lee Caldwell seconded the motion to approve the agreement with Liberty Tire for waste tire recycling.

The motion passed by a vote as follows:

Supervisor Jessie Medlin, First District	<u>YES</u>
Supervisor Mark Gardner, Second District	<u>YES</u>
Supervisor Bill Russell, Third District	<u>YES</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Harvey Lee, Fifth District	<u>YES</u>

#### **See Exhibit H.4.b**

### **5. Office of Procurement: Bids Under Advisement**

#### **a. Roofing for Various DeSoto County Buildings**

Procurement Clerk Sheila Morris and Facilities Management Director presented roofing bids for various DeSoto County buildings.

County Administrator Vanessa Lynchard said the previous County Administrator told her they were saving money toward roofing the buildings and they realized there was money to roof the buildings and have money left over.

Mr. Martin said he estimated the project at \$250,000 but the bids came in lower than he expected.

Supervisor Jessie Medlin asked if this included roofing the Senior Citizens building in Southaven. Mr. Martin said there were several ideas about that building and the roofer said a general contractor would need to do some additional work before roofing the building.

Supervisor Jessie Medlin made the motion and Supervisor Harvey Lee seconded the motion to approve the lowest and best bid as follows:

BID SUMMARY

**New Roofing For Various DeSoto County Buildings**  
**Bid Opening: 2:00 p.m.**

**Bid File Number: 13-151-003**  
**Bid Date: March 28, 2013**

**VENDOR RECOMMENDATIONS:**

Construction , Building & Interiors (Hernando Courthouse)	\$71,260.00
Dixie Roofing (AG Building)	\$19,875.00
Dakota Corp. dba Jessie Bryant (B. J. Chain Library, Olive Branch)	\$18,600.00
Accurate Roofing (M. R. Dye Library, Horn Lake)	\$29,696.00

The motion passed by a vote as follows:

Supervisor Jessie Medlin, First District	<u>YES</u>
Supervisor Mark Gardner, Second District	<u>YES</u>
Supervisor Bill Russell, Third District	<u>YES</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Harvey Lee, Fifth District	<u>YES</u>

**See Exhibit H.5.a**

**b. Janitorial Supplies**

Procurement Clerk Sheila Morris presented the bids for janitorial supplies.

Supervisor Jessie Medlin asked if these are the supplies that the contract janitorial service does not supply. Ms. Morris said yes. Although she said there were a few items that were kept on the list in case a situation arose.

Supervisor Jessie Medlin made the motion and Supervisor Harvey Lee seconded the motion to awarding the bid for janitorial supplies as the lowest and best bid as follows on behalf of Facilities Management, Animal Shelter, Sheriff’s Department, Road Department and EMS Department as the lowest and best bidders as follows and in connection will bid number 13-151-001:

**The Procurement Department, on behalf of Facilities Management, Animal Shelter, Sheriff, Road, and EMS departments recommend awarding this bid as follows for a period of one year with the right to renew for one additional six month period.**

Vendor	JANITORIAL SUPPLIES	
	Catergory	Total Bid
Panola Paper	Janitorial Supplies	\$ 4,660.77

Action Chemical	Trash Bags	\$ 572.28
American Paper and Twine	Spartan Products	\$ 107.26
Percentage of Increase/Decrease Compared to Current Bid		1% Increase

The motion passed by a vote as follows:

Supervisor Jessie Medlin, First District	<u>YES</u>
Supervisor Mark Gardner, Second District	<u>YES</u>
Supervisor Bill Russell, Third District	<u>YES</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Harvey Lee, Fifth District	<u>YES</u>

**See Exhibit H.5.b**

**c. Sheriff’s Department: Purchase of Vehicles Exceeding \$25,000**

Chief Macon Moore said they have an opportunity to purchase additional used vehicles from the Missouri State Patrol. Chief Moore said the vehicles have approximately \$30,000s on them and the Sheriff’s Department can use them up to 150,000 or 160,000 miles.

Supervisor Lee Caldwell said she appreciated the way they are managing the fleet by servicing and selling the vehicles.

Chief Moore said he is looking for software that will track mileage, costs, and expense to maintain up to the day they sell it.

Supervisor Jessie Medlin asked if the vehicles are still under warranty. Chief Moore said the warranties have expired on the vehicles but they have a stockpile of parts and their mechanics are good at making repairs. He said the life of one of these vehicles is about three years.

Supervisor Jessie Medlin made the motion and Supervisor Harvey Lee seconded the motion to approve the purchase for vehicles for the Sheriff’s Department exceeding the amount of \$25,000.

The motion passed by a vote as follows:

Supervisor Jessie Medlin, First District	<u>YES</u>
Supervisor Mark Gardner, Second District	<u>YES</u>
Supervisor Bill Russell, Third District	<u>YES</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Harvey Lee, Fifth District	<u>YES</u>

**See Exhibit H.5.c**

**6. Office of Finance and Accounting**

**a. Reimbursement for the Recreational District for Work Done by the Road Department**

This item was approved under H.3.a.

**b. Claims Docket**

Chief Financial Officer Tom Arnold, of the Office of Finance and Accounting, presented the claims docket to the Board. Mr. Arnold read the items on the claims docket individually and the Board discussed these items.

Supervisor Jessie Medlin asked Board Attorney Tony Nowak about the claim to pay Traveler’s Insurance on page 7. Mr. Nowak said this is for pending cases from 2008-2009. Mr. Arnold said this is for the deductible.

Supervisor Mark Gardner asked about the following claims:

Page 17 - \$1,091 for safety shoes. Mr. Arnold said this is for eight pairs of safety shoes.

Page 18 - Lexmark cartridges. Supervisor Gardner asked about using color copiers being used as network printers

Page 18 – Memphis Audio in the amount of \$2,305.84. Mr. Arnold said that is for the wide screen TV the Board requested for the Board Meeting Room.

Page 27 – Cartridges at the Sheriff’s Department. Mr. Arnold said those are paid out of the Sheriff’s budget.

Page 27 – Posture Fit Chair in the amount of \$3,245. County Administrator Vanessa Lynchard said this is a 24 /7 chair and well worth the money as opposed to purchasing cheaper chairs that are not as durable.

Later in the meeting Mr. Arnold explained that this is claim is for five or six chairs.

Page 46 – Sports of All Sorts: 9 shirts for \$212. Environmental Services Manager Ray Laughter said this is for 3 shirts each for 3 employees.

Page 62 – City of Olive Branch: Refund for purchase JAG Grant. Mr. Arnold said this is the distribution to Olive Branch for their part of the grant.

Page 64 –Special Investigations: Mr. Arnold said this is a court order from Judge Couch to refund seized money.

Later in the meeting, I.T. Director John Mitchell confirmed with the Board that desktop color printers are being eliminated.

In accordance with Section 19-13-31 and Section 19-11-23 of the Mississippi Code Annotated, Supervisor Lee Caldwell made the motion and Supervisor Jessie Medlin seconded the motion to authorize the Chancery Clerk to pay the bills as presented by the Chief Financial Officer.

The motion passed by a vote as follows:

Supervisor Jessie Medlin, First District	<u>YES</u>
Supervisor Mark Gardner, Second District	<u>YES</u>
Supervisor Bill Russell, Third District	<u>YES</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Harvey Lee, Fifth District	<u>YES</u>

## **7. Contracts Administration**

### **a. GIS: ESRI – Renew Software Maintenance Agreement**

Grants Administrator Melissa Grant presented an agreement with ESRI for the GIS Department for software maintenance. Ms. Grant said the Board Attorney has approved this agreement. It is for one year and a cost of \$13,200 annually.

Supervisor Lee Caldwell and Supervisor Harvey Lee seconded the motion to approve renewing the grant with ESRI for software maintenance for one year in the amount of \$13,200 annually for the GIS Department.

The motion passed by a vote as follows:

Supervisor Jessie Medlin, First District	<u>YES</u>
Supervisor Mark Gardner, Second District	<u>YES</u>
Supervisor Bill Russell, Third District	<u>YES</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>

Supervisor Harvey Lee, Fifth District YES

**See Exhibit H.7.a**

**b. Road Department: Alco Alarm Systems Services for 2373 Gwynn Road & 5700 Delta View**

Supervisor Lee Caldwell made the motion and Supervisor Harvey Lee seconded the motion to approve renewing the agreement with Alco Alarm Systems for the Road Department for cellular monitoring for security systems services at 2373 Gwynn Road & 5700 Delta View in the amounts of \$275.00 annually for 2373 Gwynn Rd \$450 annually for 5700 Delta View.

The motion passed by a vote as follows:

Supervisor Jessie Medlin, First District	<u>YES</u>
Supervisor Mark Gardner, Second District	<u>YES</u>
Supervisor Bill Russell, Third District	<u>YES</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Harvey Lee, Fifth District	<u>YES</u>

**See Exhibit H.7.a**

**8. Board Attorney**

**a. Approval of Helen of Troy**

Board Attorney Tony Nowak said the Board previously requested drafting a mou with Helen of Troy who is constructing a distribution center located at Polk Lane and Hwy 302 in Olive Branch for not less than \$35 million. It is a five year project which will attempt to create an additional 340 jobs. He said that Olive Branch agrees to make application to MDA for \$150,000 in connection with design and construction of the traffic signal portion of infrastructure at Polk and Hwy 302.

Supervisor Jessie Medlin made the motion and Supervisor Lee Caldwell seconded the motion to hire the Smith, Phillips, Mitchell, Scott and Nowak Law Firm to approve the memorandum of understanding with the City of Olive Branch and Helen of Troy (Kaz USA) as detailed in Exhibit H.8.a.

The motion passed by a vote as follows:

Supervisor Jessie Medlin, First District	<u>YES</u>
Supervisor Mark Gardner, Second District	<u>YES</u>
Supervisor Bill Russell, Third District	<u>YES</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Harvey Lee, Fifth District	<u>YES</u>

**See Exhibit H.8.a**

**b. Recreation District – ARK Nature Trail (presenting for Larry Jarrett)**

This item was deleted from the Agenda.

**9. County Administrator**

**a. Order Reappointing Bruce Prewett as Commissioner of Horn Lake Creek Basin Interceptor Sewer District**

Supervisor Bill Russell made the motion and Supervisor Harvey Lee seconded the motion to approve reappointing Bruce Prewett as Commissioner of Horn Lake Creek Basin Interceptor Sewer District.

The motion passed by a vote as follows:

Supervisor Jessie Medlin, First District	<u>YES</u>
Supervisor Mark Gardner, Second District	<u>YES</u>
Supervisor Bill Russell, Third District	<u>YES</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Harvey Lee, Fifth District	<u>YES</u>

**See Exhibit H.9.a**

**b. Volunteer Fire Departments: Attorney General’s Opinion**

County Administrator Vanessa Lynchard suggested seeking an attorney general’s opinion regarding the county paying certain expenses such as utilities on the Volunteer Fire Departments.

Supervisor Lee Caldwell agreed that clarification was needed on the Board’s authority to pay certain expenses for the fire departments.

Board Attorney Tony Nowak said he called to get an informal opinion regarding the county paying utilities. Mr. Nowak said since it is a county-owned building it is justified for the county to pay the utilities. He said he could not find any information about non-county-owned buildings.

No action was necessary on this item.

**c. Human Resources: Employee Leave Policy Review**

County Administrator Vanessa Lynchard said there are several leave policies for different departments. She said the committee would like to work on making the policy more consistent. The elected offices can continue to use their policy or may use the county policy.

Supervisor Harvey Lee made the motion and Supervisor Jessie Medlin seconded the motion to approve adding Supervisor Lee Caldwell to the committee.

The motion passed by a vote as follows:

Supervisor Jessie Medlin, First District	<u>YES</u>
Supervisor Mark Gardner, Second District	<u>YES</u>
Supervisor Bill Russell, Third District	<u>YES</u>
Supervisor Lee Caldwell, Fourth District	<u>NO</u>
Supervisor Harvey Lee, Fifth District	<u>YES</u>

**10. Resolution of Support – Olive Branch Airport**

This item was discussed during Citizens Remarks and Presentations.

**11. Department of Road Management**

**a. Asphalt Overlay Bid Recommendation**

Assistant County Engineer Scott Young said they received three bids for the hot asphalt overlay project for 2013. Mr. Young said the lowest and best bid is from Lehman Roberts. Supervisor Bill Russell asked if Mr. Young had a general idea when they would be working in his area. Supervisor Bill Russell could then alert the citizens to let them know what is going on and could answer inquiries about the project.

Mr. Young said they are having a preliminary to discuss the project and he would find out when they will be in Supervisor Russell’s area.

Supervisor Jessie Medlin made the motion and Supervisor Harvey Lee seconded the motion to approve Lehman Roberts as the lowest and best bid for the hot asphalt overlay project bid file number 13-156-015 as follows:

DESCRIPTION OF OFFERED ITEM	ESTIMATED QUANTITY	UNIT	UNIT PRICE	ESTIMATED AMOUNT	LEHMAN-ROBERTS		STANDARD CONSTRUCTION		APAC	
					UNIT PRICE	BID AMOUNT	UNIT PRICE	BID AMOUNT	UNIT PRICE	BID AMOUNT
Projects > 400 tons	26775	TON	\$ 75.00	\$ 2,008,125.00	\$ 71.88	\$ 1,924,587.00	\$ 84.00	\$ 2,249,100.00	\$ 88.75	\$ 2,376,281.25
Projects < 400 tons	265	TON	\$ 90.00	\$ 23,850.00	\$ 89.33	\$ 23,672.45	\$ 90.00	\$ 23,850.00	\$ 93.50	\$ 24,777.50
Patching	500	TON	\$ 105.00	\$ 52,500.00	\$ 120.84	\$ 60,420.00	\$ 120.00	\$ 60,000.00	\$ 103.50	\$ 51,750.00
Trench Widening	250	TON	\$ 95.00	\$ 47,500.00	\$ 91.80	\$ 22,950.00	\$ 98.50	\$ 24,625.00	\$ 91.25	\$ 22,812.50
Milling	300	TON	\$ 65.00	\$ 13,000.00	\$ 48.89	\$ 14,667.00	\$ 23.00	\$ 6,900.00	\$ 28.75	\$ 8,625.00
<b>TOTAL BID PRICE</b>				\$ 2,144,975.00		<b>\$ 2,046,296.45</b>		\$ 2,364,475.00		\$ 2,484,246.25
<b>Bond Information</b>					Travelers		Travelers		Federal	
<b>Percentage Under Estimated Cost</b>							-5%			
<b>RECOMMENDATION: LEHMAN-ROBERTS</b>										

The motion passed by a vote as follows:

Supervisor Jessie Medlin, First District	<u>YES</u>
Supervisor Mark Gardner, Second District	<u>YES</u>
Supervisor Bill Russell, Third District	<u>YES</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Harvey Lee, Fifth District	<u>YES</u>

See Exhibit H.11.a

**b. Request to Attend AFMM Spring Conference in Natchez, MS, April 28-May 2, 2013**

Road Manager Andy Swims said although he is no longer the floodplain manager, he is required to have 18 hours every two years.

Supervisor Lee Caldwell made the motion and Supervisor Jessie Medlin seconded the motion to approve Road Manager Andy Swims to attend the AFMM (Associate Floodplain Managers of Mississippi) Spring Conference in Natchez, MS, April 28-May 2, 2013 and to approve all expenses associated with the travel and attendance of the conference.

The motion passed by a vote as follows:

Supervisor Jessie Medlin, First District	<u>YES</u>
Supervisor Mark Gardner, Second District	<u>YES</u>
Supervisor Bill Russell, Third District	<u>YES</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Harvey Lee, Fifth District	<u>YES</u>

See Exhibit H.11.b

**c. Finding of Fact: 7887 Molly Meadow Cove, Walls, MS**

Road Manager Andy Swims said a finding of fact was conducted at 7887 Molly Meadows Cove in Walls where erosion has occurred in the vicinity of a drainage pipe. Mr. Swims said it has caused three sinkholes and there may be a problem with the pipe.

Supervisor Bill Russell made the motion and Supervisor Lee Caldwell seconded the motion to accept the finding of fact and that the conditions at 7887 Molly Meadow Cove in Walls would adversely affect the health, safety and welfare of the citizens of DeSoto County in accordance with Mississippi code section 19-5-92, that replacing the drainage pipe at an estimated cost of \$2,862.00 would help prevent future flooding and protect the road and right of way, and to authorize the Road Manager to proceed with the work at an estimated cost of \$2,862.00.

The motion passed by a vote as follows:

Supervisor Jessie Medlin, First District	<u>YES</u>
Supervisor Mark Gardner, Second District	<u>YES</u>
Supervisor Bill Russell, Third District	<u>YES</u>

Supervisor Lee Caldwell, Fourth District YES  
Supervisor Harvey Lee, Fifth District YES

**See Exhibit H.11.c**

**d. Deletion from Official DeSoto County Road Register**

Road Manager Andy Swims said a road was inadvertently left on the Official DeSoto County Road Map and Register and requested approval by the Board to remove Old Starlanding Road East which was annexed by the City of Southaven effective May 4, 2009.

Supervisor Jessie Medlin made the motion and Supervisor Harvey Lee seconded the motion to approve deleting Old Starlanding Road East which was annexed by the City of Southaven effective May 4, 2009, from the Official DeSoto County Road Map and Register.

The motion passed by a vote as follows:

Supervisor Jessie Medlin, First District YES  
Supervisor Mark Gardner, Second District YES  
Supervisor Bill Russell, Third District YES  
Supervisor Lee Caldwell, Fourth District YES  
Supervisor Harvey Lee, Fifth District YES

**See Exhibit H.11.d**

**I. PLANNING COMMISSION AGENDA**

DeSoto County Board of Supervisors  
Planning Agenda  
**April 15, 2013**  
**11:00 a.m.**

Supervisor Gardner announced the resignation of Mr. Tom Bradley, District 2 Planning Commissioner.

Supervisor Gardner made a Motion to accept Mr. Tom Bradley's resignation. Supervisor Lee seconded the Motion.

THE FOLLOWING ACTION WAS TAKEN ON THIS MATTER:

FIRST DISTRICT SUPERVISOR, JESSIE MEDLIN YES  
SECOND DISTRICT SUPERVISOR, MARK GARDNER YES  
THIRD DISTRICT SUPERVISOR, BILL RUSSELL YES  
FOURTH DISTRICT SUPERVISOR, LEE CALDWELL YES  
FIFTH DISTRICT SUPERVISOR, HARVEY LEE YES

**NEW BUSINESS**

**Minor Lot**

**Spikard Minor Lot (6874) – Application is for final subdivision approval of one (1) lot of 5.00 acres, identified as Parcel #3-09-9-30-00-0-00001-05. Subject property is located on the east side of Williams Road and south of Plum Ridge Road in Section 30, Township 3, Range 9 and is zoned Agricultural (A). (District 4)**

Mr. Haysley presented the application for Spikard Minor Lot (6874) for final subdivision approval of one (1) lot of 5.00 acres, identified as Parcel #3-09-9-30-00-0-00001-05. He noted that the Planning Commission did not review any of the minor lot applications being presented today as there was not a quorum at the March 28, 2013 Planning Commission meeting.

Supervisor Caldwell made a Motion to approve Spikard Minor Lot (6874) for final subdivision

approval of one (1) lot of 5.00 acres, identified as Parcel #3-09-9-30-00-0-00001-05, subject to required right-of-way dedication, if any, and Health Department approval. Supervisor Medlin seconded the Motion.

THE FOLLOWING ACTION WAS TAKEN ON THIS MATTER:

FIRST DISTRICT SUPERVISOR, JESSIE MEDLIN	<u>YES</u>
SECOND DISTRICT SUPERVISOR, MARK GARDNER	<u>YES</u>
THIRD DISTRICT SUPERVISOR, BILL RUSSELL	<u>YES</u>
FOURTH DISTRICT SUPERVISOR, LEE CALDWELL	<u>YES</u>
FIFTH DISTRICT SUPERVISOR, HARVEY LEE	<u>YES</u>

**Austin/Pyles 2 Lot Minor Lot (6875) – Application is for final subdivision approval of one (1) lot of 6.25 acres and one (1) lot of 3.70 acres, identified as Parcel #3-06-3-07-00-0-00003-03 and Parcel #3-06-3-07-00-0-00002-01. Subject property is located on the south side of Vaiden Road and west of Craft Road in Section 7, Township 3, Range 6 and is zoned Agricultural (A). (District 5)**

Mr. Haysley presented the application for Austin/Pyles 2 Lot Minor Lot (6875) for final subdivision approval of one (1) lot of 6.25 acres and one (1) lot of 3.70 acres, identified as Parcel #3-06-3-07-00-0-00003-03 and Parcel #3-06-3-07-00-0-00002-01.

Supervisor Lee made a Motion to approve Austin/Pyles 2 Lot Minor Lot (6875) for final subdivision approval of one (1) lot of 6.25 acres and one (1) lot of 3.70 acres, identified as Parcel #3-06-3-07-00-0-00003-03 and Parcel #3-06-3-07-00-0-00002-01, subject to required right-of-way dedication, if any, and Health Department approval. Supervisor Medlin seconded the Motion.

THE FOLLOWING ACTION WAS TAKEN ON THIS MATTER:

FIRST DISTRICT SUPERVISOR, JESSIE MEDLIN	<u>YES</u>
SECOND DISTRICT SUPERVISOR, MARK GARDNER	<u>YES</u>
THIRD DISTRICT SUPERVISOR, BILL RUSSELL	<u>YES</u>
FOURTH DISTRICT SUPERVISOR, LEE CALDWELL	<u>YES</u>
FIFTH DISTRICT SUPERVISOR, HARVEY LEE	<u>YES</u>

**Wilson- Brown Minor Lot (6877) – Application is for final subdivision approval of one (1) lot of 2.59 acres, one (1) lot of 2.59 acres, one (1) lot of 9.27 acres, one (1) lot of 2.59 acres and one (1) lot of 7.76 acres, identified as Parcel #2-09-8-27-00-0-00036-01, Parcel #2-09-8-27-00-0-00036-00 and Parcel #2-09-8-27-00-0-00036-08. Subject property is located on the north side of Hwy 301 N and west of Baldwin Road in Section 27, Township 2, Range 9 and is zoned Agricultural-Residential (A-R). (District 3)**

Mr. Haysley presented the application for Wilson- Brown Minor Lot (6877) for final subdivision approval of one (1) lot of 2.59 acres, one (1) lot of 2.59 acres, one (1) lot of 9.27 acres, one (1) lot of 2.59 acres and one (1) lot of 7.76 acres, identified as Parcel #2-09-8-27-00-0-00036-01, Parcel #2-09-8-27-00-0-00036-00 and Parcel #2-09-8-27-00-0-00036-08.

Supervisor Russell made a Motion to approve Wilson- Brown Minor Lot (6877) for final subdivision approval of one (1) lot of 2.59 acres, one (1) lot of 2.59 acres, one (1) lot of 9.27 acres, one (1) lot of 2.59 acres and one (1) lot of 7.76 acres, identified as Parcel #2-09-8-27-00-0-00036-01, Parcel #2-09-8-27-00-0-00036-00 and Parcel #2-09-8-27-00-0-00036-08, subject to required right-of-way dedication, if any, and Health Department approval. Supervisor Medlin seconded the Motion.

THE FOLLOWING ACTION WAS TAKEN ON THIS MATTER:

FIRST DISTRICT SUPERVISOR, JESSIE MEDLIN	<u>YES</u>
SECOND DISTRICT SUPERVISOR, MARK GARDNER	<u>YES</u>
THIRD DISTRICT SUPERVISOR, BILL RUSSELL	<u>YES</u>
FOURTH DISTRICT SUPERVISOR, LEE CALDWELL	<u>YES</u>
FIFTH DISTRICT SUPERVISOR, HARVEY LEE	<u>YES</u>

**Thorne Minor Lot (6878) – Application is for final subdivision approval of one (1) lot of 3.00 acres and one (1) lot of 7.01 acres, identified as Parcel #3-06-2-04-00-0-00018-00. Subject property is located on the east side of Anderson Lane and north of Vaiden Road in Section 4, Township 3, Range 6 and is zoned Agricultural (A). (District 5)**

Mr. Haysley presented the application for Thorne Minor Lot (6878) for final subdivision approval of one (1) lot of 3.00 acres and one (1) lot of 7.01 acres, identified as Parcel #3-06-2-04-00-0-00018-00.

Supervisor Lee made a Motion to approve Thorne Minor Lot (6878) for final subdivision approval of one (1) lot of 3.00 acres and one (1) lot of 7.01 acres, identified as Parcel #3-06-2-04-00-0-00018-00, subject to required right-of-way dedication, if any, and Health Department approval. Supervisor Caldwell seconded the Motion.

THE FOLLOWING ACTION WAS TAKEN ON THIS MATTER:

FIRST DISTRICT SUPERVISOR, JESSIE MEDLIN	<u>YES</u>
SECOND DISTRICT SUPERVISOR, MARK GARDNER	<u>YES</u>
THIRD DISTRICT SUPERVISOR, BILL RUSSELL	<u>YES</u>
FOURTH DISTRICT SUPERVISOR, LEE CALDWELL	<u>YES</u>
FIFTH DISTRICT SUPERVISOR, HARVEY LEE	<u>YES</u>

**Adrian Manuel Minor Lot (6879) – Application is for final subdivision approval of one (1) lot of 4.38 acres, identified as Parcel #3-06-9-32-00-0-00010-14. Subject property is located on the west side of Alphaba Road and south of Alphaba Road in Section 32, Township 3, Range 6 and is zoned Agricultural (A). (District 5)**

Mr. Haysley presented the application for Adrian Manuel Minor Lot (6879) for final subdivision approval of one (1) lot of 4.38 acres, identified as Parcel #3-06-9-32-00-0-00010-14.

Supervisor Lee made a Motion to approve Adrian Manuel Minor Lot (6879) for final subdivision approval of one (1) lot of 4.38 acres, identified as Parcel #3-06-9-32-00-0-00010-14, subject to required right-of-way dedication, if any, and Health Department approval. Supervisor Caldwell seconded the Motion.

THE FOLLOWING ACTION WAS TAKEN ON THIS MATTER:

FIRST DISTRICT SUPERVISOR, JESSIE MEDLIN	<u>YES</u>
SECOND DISTRICT SUPERVISOR, MARK GARDNER	<u>YES</u>
THIRD DISTRICT SUPERVISOR, BILL RUSSELL	<u>YES</u>
FOURTH DISTRICT SUPERVISOR, LEE CALDWELL	<u>YES</u>
FIFTH DISTRICT SUPERVISOR, HARVEY LEE	<u>YES</u>

**McDowell Minor Lot (6880) – Application is for final subdivision approval of one (1) lot of 1.00 acre, (1) lot of 1.00 acre and one (1) lot of 1.00 acre, identified as Parcel #3-07-2-03-00-0-00019-00 and Parcel #3-07-2-03-00-0-00018-00. Subject property is located on the west side of Malone Road and south of Myrtlewood Drive in Section 3, Township 3, Range 7 and is zoned Agricultural (A). (District 5)**

Mr. Haysley presented the application for McDowell Minor Lot (6880) for final subdivision approval of one (1) lot of 1.00 acre, (1) lot of 1.00 acre and one (1) lot of 1.00 acre, identified as Parcel #3-07-2-03-00-0-00019-00 and Parcel #3-07-2-03-00-0-00018-00.

Supervisor Lee made a Motion to approve McDowell Minor Lot (6880) for final subdivision approval of one (1) lot of 1.00 acre, (1) lot of 1.00 acre and one (1) lot of 1.00 acre, identified as Parcel #3-07-2-03-00-0-00019-00 and Parcel #3-07-2-03-00-0-00018-00, subject to required right-of-way dedication, if any, and Health Department approval. Supervisor Medlin seconded the Motion.

THE FOLLOWING ACTION WAS TAKEN ON THIS MATTER:

FIRST DISTRICT SUPERVISOR, JESSIE MEDLIN	<u>YES</u>
--	------------

SECOND DISTRICT SUPERVISOR, MARK GARDNER	<u>YES</u>
THIRD DISTRICT SUPERVISOR, BILL RUSSELL	<u>YES</u>
FOURTH DISTRICT SUPERVISOR, LEE CALDWELL	<u>YES</u>
FIFTH DISTRICT SUPERVISOR, HARVEY LEE	<u>YES</u>

**Hunter’s Knoll, Section B Minor Lot (6881) – Application is for final subdivision approval of one (1) lot of 1.51 acres, one (1) lot of 1.51 acres, one (1) lot of 1.51 acres, one (1) lot of 1.51 acres and one (1) lot of 1.51 acres, identified as Parcel #3-06-3-07-00-0-00008-00. Subject property is located on the west side of Grass Pond Road and north of Hook Lane in Section 7, Township 3, Range 6 and is zoned Agricultural (A). (District 5)**

Mr. Haysley presented the application for Hunter’s Knoll, Section B Minor Lot (6881)for final subdivision approval of one (1) lot of 1.51 acres, one (1) lot of 1.51 acres, one (1) lot of 1.51 acres, one (1) lot of 1.51 acres and one (1) lot of 1.51 acres, identified as Parcel #3-06-3-07-00-0-00008-00.

Supervisor Lee made a Motion to approve Hunter’s Knoll, Section B Minor Lot (6881)for final subdivision approval of one (1) lot of 1.51 acres, one (1) lot of 1.51 acres, one (1) lot of 1.51 acres, one (1) lot of 1.51 acres and one (1) lot of 1.51 acres, identified as Parcel #3-06-3-07-00-0-00008-00., subject to required right-of-way dedication, if any, and Health Department approval. Supervisor Caldwell seconded the Motion.

THE FOLLOWING ACTION WAS TAKEN ON THIS MATTER:

FIRST DISTRICT SUPERVISOR, JESSIE MEDLIN	<u>YES</u>
SECOND DISTRICT SUPERVISOR, MARK GARDNER	<u>YES</u>
THIRD DISTRICT SUPERVISOR, BILL RUSSELL	<u>YES</u>
FOURTH DISTRICT SUPERVISOR, LEE CALDWELL	<u>YES</u>
FIFTH DISTRICT SUPERVISOR, HARVEY LEE	<u>YES</u>

**Burns Minor Lot (6876) – Application is for final subdivision approval of one (1) lot of 3.00 acres, one (1) lot of 3.00 acres and one (1) lot of 26.09 acres, identified as Parcel #3-08-4-19-00-0-00007-04. Subject property is located on the west side of Fogg Road and south of W. Oak Grove Road in Section 19, Township 3, Range 8 and is zoned Agricultural (A). (District 5)**

Mr. Haysley presented the application for Burns Minor Lot (6876) for final subdivision approval of one (1) lot of 3.00 acres, one (1) lot of 3.00 acres and one (1) lot of 26.09 acres, identified as Parcel #3-08-4-19-00-0-00007-04.

There was discussion of the length of the easement and the reason for a maximum length of an easement.

Supervisor Lee made a Motion to approve Burns Minor Lot (6876) for final subdivision approval of one (1) lot of 3.00 acres, one (1) lot of 3.00 acres and one (1) lot of 26.09 acres, identified as Parcel #3-08-4-19-00-0-00007-04, subject to required right-of-way dedication, if any, and Health Department approval. Supervisor Medlin seconded the Motion.

THE FOLLOWING ACTION WAS TAKEN ON THIS MATTER:

FIRST DISTRICT SUPERVISOR, JESSIE MEDLIN	<u>YES</u>
SECOND DISTRICT SUPERVISOR, MARK GARDNER	<u>YES</u>
THIRD DISTRICT SUPERVISOR, BILL RUSSELL	<u>YES</u>
FOURTH DISTRICT SUPERVISOR, LEE CALDWELL	<u>YES</u>
FIFTH DISTRICT SUPERVISOR, HARVEY LEE	<u>YES</u>

**Other Items:**

**1. Request for Building Permit Fee Refunds – Jackie Malone/Malone Plumbing**

Mr. Haysley presented the request for Building Permit Fee Refunds by Jackie Malone/Malone

Plumbing. He then stated the request are for Plumbing Permit No. 2013-006, in the amount of \$99.00, that was collected by the Planning Commission office on January 16, 2013 for proposed work on Lot 130 of Laurel Brook Subdivision Section B and Plumbing Permit No. 2013-007, in the amount of \$79.00, that was collected by the Planning Commission office on January 16, 2013 for proposed work on Lot 56 of Laurel Brook Subdivision Section B. Mr. Haysley stated total refund request for both permits is \$178.00. Mr. Malone has stated that he will no longer be working on the proposed homes at the two lots referenced above.

Supervisor Medlin made a Motion to approve the refunds for two plumbing permits in full in the amount of \$99.00 and \$178.00 requested by Jackie Malone/Malone Plumbing. Supervisor Lee seconded the Motion.

THE FOLLOWING ACTION WAS TAKEN ON THIS MATTER:

FIRST DISTRICT SUPERVISOR, JESSIE MEDLIN	<u>YES</u>
SECOND DISTRICT SUPERVISOR, MARK GARDNER	<u>YES</u>
THIRD DISTRICT SUPERVISOR, BILL RUSSELL	<u>YES</u>
FOURTH DISTRICT SUPERVISOR, LEE CALDWELL	<u>YES</u>
FIFTH DISTRICT SUPERVISOR, HARVEY LEE	<u>YES</u>

**See Exhibit I**

**J. EXECUTIVE SESSION**

The executive session portion of these minutes is recorded under the portion of the minutes called "Executive Session".

Supervisor Jessie Medlin made the motion to adjourn the Board meeting until May 6, 2013 at 9:00 a.m. The motion was seconded by Supervisor Harvey Lee.

The motion passed by a vote as follows:

Supervisor Jessie Medlin, First District	<u>YES</u>
Supervisor Mark Gardner, Second District	<u>YES</u>
Supervisor Bill Russell, Third District	<u>YES</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Harvey Lee, Fifth District	<u>YES</u>

THIS the 15<sup>th</sup> day of April, 2013, these minutes have been read and approved by the DeSoto County Board of Supervisors.

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Mark Gardner, President  
DeSoto County Board of Supervisors