

DESOTO COUNTY BOARD OF SUPERVISORS

BOARD MEETING MINUTES

DISTRICT ONE JESSIE MEDLIN, PRESIDING

August 29, 2012

A. CALL TO ORDER

The August 29, 2012 meeting of the DeSoto County Board of Supervisors was called to order by Supervisor Jessie Medlin, Board President.

Sheriff Bill Rasco 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
W. E. Sluggo Davis	Chancery Clerk
Vanessa Lynchard	Interim County Administrator
Tony Nowak	Board Attorney

B. INVOCATION

Sheriff Deputy Carl Hurt presented the invocation.

C. PLEDGE OF ALLEGIANCE

D. PUBLIC HEARING FOR APPROVAL OF LAND ROLLS

Supervisor Jessie Medlin asked if anyone was present for a tax appeal. No one was present. Supervisor Medlin asked for a motion to close the Public Hearing and Adopt the Tax Rolls recessed to this day.

Supervisor Mark Gardner made the motion and Supervisor Lee Caldwell seconded the motion close the Public Hearing for Tax Appeals and to adopt the 2012 Tax Roll with all changes approved at the prior meetings.

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>

E. CITIZEN REMARKS

Supervisor Jessie Medlin asked if anyone was present who wished to address the Board of Supervisors regarding an item not listed on the Agenda.

No one came forward.

F. APPROVAL OF AGENDA: ADDITIONS AND DELETIONS

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

1. Supervisor Bill Russell said he received a call from Larry Jarrett and the Board needs to appoint the members to the Recreational Committee by Tuesday, September 4, 2012.
2. Supervisor Lee Caldwell said she wanted to add the Horn Lake Library to the agenda.
3. Supervisor Mark Caldwell wanted to add a potential litigation item for discussion as a possible item for Executive Session.
4. Supervisor Harvey Lee asked to add a property acquisition item for discussion as a possible item for Executive Session.
5. Supervisor Bill Russell asked to add County Administration Personnel for discussion as a possible item Executive Session.

Supervisor Lee Caldwell made the motion and Supervisor Mark Gardner seconded the motion to approve the additions and deletions to the Agenda.

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. Recreational Committee Appointments

Supervisor Bill Russell asked the Board members to have their appointment names for the Recreational Committee ready by the Tuesday, September 4, 2012, Board Meeting.

No motions or votes were made on this item.

2. Horn Lake Library

Supervisor Lee Caldwell said the County is working on the Horn Lake Library parking lot doing repaving and repairs. This project expense of \$50,000 has been put in the 2013 budget, but due to circumstances regarding the handicap accessibility at the library, the Board needs to do a budget amendment for the 2012 year to pay for a portion of the work that needs to be done now at the library. Supervisor Caldwell said to be able to pour concrete for handicap accessible ramp, the construction people need to close the library. To prevent the closure to the library during normal hours, the construction people have agreed to work on Sunday, September 2 and Monday, September 3, 2012, which is the holiday weekend and the library, is normally closed those days. The cost for this work will be \$6,000 and needs to be paid in the 2012 budget year.

Interim County Administrator Vanessa Lynchard said that fund 380 is set up in the 2013 budget year. We will amend the 2012 budget to increase the fund the \$6000 and take it out of the 2013 budget.

Supervisor Lee Caldwell made the motion and Supervisor Harvey Lee seconded the motion for the Chief Financial Officer Tom Arnold to amend the 2012 budget for the Horn Lake Library Parking Lot and deduct the \$6,000 for the Horn Lake Library Parking Lot Fund 380 if the work is done in 2012.

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>

3. See Executive Session, Property Acquisition

4. See Executive Session, Property Swap

5. See Executive Session, County Administration - Personnel

G. CONSENT AGENDA

The Board of Supervisors considered the items presented on the Consent Agenda as listed.

Supervisor Jessie Medlin asked for clarification on item 4 the listing of several engineers on the Inspection of Bridges Report. He would like more information on this item.

Supervisor Bill Russell made the motion and Supervisor Lee Caldwell seconded the motion to approve the Consent Agenda items as follows:

G. Consent Agenda

- 1. Office of Finance & Accounting – Budget Amendments**
- 2. Chancery Clerk’s Office: Petition to Adjust Exemptions on Homestead Exemption Supplemental Roll**
- 3. Correct vote on July 16, 2012 Minutes: Bounties for Eradicating Beavers in DeSoto County – Should be a unanimous vote of YES**
- 4. Establish as Part of the Formal Record and Enter into the Board Minutes: Program Agreement and Project Order for Inspection of Designated Bridges in DeSoto County, MS for the Fiscal Year of 2013**
- 5. Office of Procurement: Approve to Solicit Bids for the Sheriff’s Department for Fingerprint Software System**

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

H. NEW BUSINESS

1. FY2013 Budget Work Session

a. First Regional Library

First Regional Library Director Catherine Nathan appeared before the Board of Supervisors on behalf of the Library and the Board of Trustees for the Library. Ms. Nathan thanked the Board for their time and support to the libraries. Ms. Nathan thanked Supervisor Caldwell for her help on the Horn Lake Library parking lot repairs. Ms. Nathan presented the Board with handouts relating to usage of the Library by the citizens of DeSoto County. She asked to Board to look at the Library Value “Calculator”.

Library Value “Calculator” – DeSoto County

Quantity of Use	Public Library Services Used by Citizens of DC 2012 year	Retail Value	Value of Services
318,522	Adult Books Borrowed	\$15.00	\$4,777,830
233,352	Children’s/YA Books Borrowed	\$12.00	\$2,800,224
19,874	Magazines Borrowed	\$5.00	\$99,370

131,895	DVD's/Videos Borrowed	\$4.00	\$527,580
41,224	Audio Books Borrowed	\$10.00	\$412,240
14,468	CDs Borrowed	\$9.95	\$143,957
2,294	Meeting Room Use per Hour	\$50.00	\$114,700
5,043	Adult Programs Attendance	\$15.00	\$75,645
47,641	Children's Program Attendance	\$7.00	\$333,487
228,978	Computer Uses	\$12.00	\$2,747,736
191,083	Reference Questions Asked	\$7.00	\$1,337,579
	Total Value		\$13,370,347

Ms. Nathan said this document provides a look at the services rendered by the library staff. It gives a list of things offered by the library for various groups. All of these services are free to the citizens based on the tax dollars given to the library. She said this chart shows \$13 million dollars worth of services from the library. She said the library services public and private school systems with resources. She stated that the library has seen an increase in computer usage by 144% and the replacement of these computers was in their 2013 budget request. Ms. Nathan said the libraries are opened six days a week and some are opened seven days a week. She said the handouts given to the Board reflect their allocation request for \$1,400,000 for the 2013 budget. She said they would appreciate at least the same allocation as the 2012 budget year.

Supervisor Jessie Medlin asked what the contract handout pertained to. Ms. Nathan said this was a contract between the Library and the Counties that was implemented in 1969. The contract states that the each county which is a party to the agreement agrees to make available annually to the regional library Board of Trustees a sum equivalent to the proceeds of a one mill tax levy on the assessed valuation of all property within said county as provided in Section 6200-01, Mississippi Code 1942.

Supervisor Medlin asked the Chief Financial Officer, Tom Arnold, what one mill would be for the county. Mr. Arnold said it would amount to the \$1.3 million that is allocated.

Supervisor Lee Caldwell asked Ms. Nathan if the one mill included the funds which the county would spend on repairs to the libraries similar to the repairs at the Horn Lake Library Parking Lot. Ms. Nathan said no. Ms. Caldwell said that the Board values the library and all the resources they provide to citizens.

Supervisor Medlin said the Law Library is a separate item for the Board and is funded by fines that are assessed by the courts.

Ms. Nathan had several members present that are supporters of the library. She introduced Ms. Wilroy to the Board to speak. Ms. Wilroy said she had spent her 83 years in the Lewisburg community. She stated that she was able to graduate from college due to the resources from the libraries.

Ms. Nathan introduced Michelle Waller to the Board. Ms. Waller said she grew up in the Horn Lake area and now lives in Olive Branch. She stated that she is actively involved with the school PTA and the resources that the libraries provide to the school program can not be replaced. The accelerated reading programs in the school curriculum encourages students use the libraries for their resources.

Supervisor Caldwell said the Board applauds the library staff for their service, and the impact they have on the citizens, but this Board has to be able to pay for improvements in the county all the time.

Supervisor Mark Gardner said he seconded the comments made by Supervisor Caldwell and that this Board will do all that is necessary for the library. He asked Ms. Nathan if the library needed to replace all of their computers at one time and if they had utilized grants to fund new computers. Ms. Nathan said they contract with a grant writer to get money for the libraries. She stated this person also teaches library people how to use computers. Supervisor Gardner said he wanted the library to be able to utilize county services to help get funds and as a resource. He said the County IT Dept could be a good resource for the library. He asked Ms. Nathan if their income for the library was in

the handouts presented to them. Ms. Nathan said no, but she would provide this to the Board. Supervisor Gardner said she could send this information to Vanessa Lynchard. No motions or votes were made on this item.

See Exhibit H.1.a

b. Literacy Council

Mr. Guy Purdy appeared before the Board of Supervisors to represent the Literacy Council’s request for funds for the 2013 Budget year. Mr. Purdy said the council works with non-readers and as of this date they have seven volunteers and they work with 12 to 14 students that require one on one tutorship. These students need skills to be able to get a job. The council uses county funds to purchase supplies and materials for the students. The area churches provide locations for students to come and receive the literacy council’s help.

Supervisor Mark Gardner asked how many students the council sees in a year. Mr. Purdy said between 800 to 900 students with classes in all the cities. They serve everyone and due to the law in the legislature, which now allows for aliens to attain help, they may see a large increase in students.

Supervisor Lee Caldwell said that if they see a need for volunteers the literacy council should contact the Volunteer North Mississippi group for people who speak languages for their help. She also stated that First Baptist Church in Horn Lake is teaching a Spanish class and they also might be able to help the council.

Supervisor Jessie Medlin asked how long the County has provided funds to the Literacy Council. Mr. Purdy said for the past ten years and at one time is was just \$4,000. The Council appreciates these funds and we are not asking for and increase, and will accept any amount given.

No motions or votes were made on this item.

c. Health Department

Dr. Rausa, Diane Hargrove and Pat Sylvester appeared before the Board of Supervisors regarding their 2013 Budget request.

Dr. Rausa said that he wanted to thank the Board for the new health department buildings and they have worked hard to staff those buildings. He said the health department can now earn fees for services rendered and this allows the health department to keep up with expenses. He said they also have done over 600 restaurant inspections and this is in DeSoto County only. They also provide environmental help to the county. Dr. Rausa said they were recently audited by the Federal Government at the new Southaven Health Department and the auditors were amazed with the building and the services they were providing.

Ms. Hargrove stated that the budget that had been submitted to the Board is based on the current staff and programs in operation at this time. She stated everything goes up each year and they just want to provide the services and to have the funds to do this.

Dr. Rausa stated the State had cut the health department funds by \$9 million dollars. He said they had to fight for the \$32.5 million they received through special allocations. They are already into their FY2013 budget year and there has been a State freeze on salaries.

Ms. Hargrove gave the Board a handout on how the County funds are spent.

Funding Source	FY 2011	%	FY2012	%	FY2013	%
State Gen Funds	\$256,496.74	15%	\$251,314.48	14%	\$311,109.33	16%
Federal Funds	\$390,115.56	23%	\$425,316.91	23%	\$446,835.00	23%
Medicaid Earnings	\$353,429.46	21%	\$553,008.91	30%	\$604,243.00	31%
Local Earnings	\$347,122.70	20%	\$227,384.43	13%	\$226,053.00	12%
County Appropriation	\$358,192.50	21%	\$360,390.00	20%	\$360,390.00	18%
Total	\$1,705,356.96	100%	\$1,817,414.73	100%	\$1,948,630.00	100%

Position funded with County Appropriation

Positions	Salary & Fringe
2.0 Environmentalists	\$ 96,284.00
4.5 Nurses	\$ 251,357.00
.5 Clerical	\$ 12,749.00
Total	\$360,390.00

Ms. Hargrove gave the Board a handout on Public Health Fact Sheet for cases they handle.

	FY10	FY11	FY12
Cancer	212	239	290
Child Health	450	582	397
Children's Medical Program	66	52	50
Epidemiology	373	467	117
Family Planning	2,032	2,384	2,438
Genetic Screening	92	77	88
Immunization	5,984	7,726	7,305
Early Intervention Program	284	303	232
Maternity	607	611	247
Prenatal High Risk Management	1,343	1,171	1,149
Sexually Transmitted Diseases	1,528	1,990	1,974
Tuberculosis Control	787	738	794
Women, Infants, and Children (WIC)	5,895	6,033	5,672
Other	3,388	4,080	4,518
Total	15,488	18,068	17,381

Dr. Rausa gave a general overview on the procedures for the restaurant inspections and the environmentalists overall duties.

Supervisor Mark Gardner asked how the fees were set. Dr. Rausa said fees are set by State Statue and the State Legislature for the Health Departments. He said the health department covers eighteen counties and they have a total of fifty one employees in Desoto County.

Supervisor Gardner said DeSoto County has 37,000 students in the schools and there are 40 schools, what percentage of these go thru the health department. Dr. Rausa said about 10% of the county is covered by the health department. Supervisor Gardner thanked Dr. Rausa for the presentation they gave and said it would be helpful to the Board.

Pat Sylvester stated that the health department could possibly loose staff members if the budget is cut. Supervisor Jessie Medlin said that they could approach the Board for extra funds like they have in the past for services.

Supervisor Gardner stated that budget cuts are across the board and it is no reflection on any service provider to the county.

Supervisor Medlin said that the County supplies the buildings for the Health Department and he wants to make sure the buildings are staffed. Ms. Sylvester stated that they have a high turnover in employees due to the salary levels. Dr. Rausa said that when the new hospital was completed in Olive Branch the need for nurses would be great and sometimes this will take their employees due to the higher salary being offered.

Supervisor Bill Russell stated that the Board struggles every year at budget time to fund departments and organizations in the county and the money will only spread so far. He asked if DeSoto County receives State funds for the health department that is comparable with other counties. Ms. Hargrove said that State funds percentage range average 8% to 39 % of the funds for counties. Some areas receive the higher amount because the health department has combined services for several counties in one location.

Dr. Rausa said that the resignation of Merle Flowers from the Senate has made it more difficult as he was on the Committee, which helped DeSoto County with their share of dollars.

Supervisor Medlin said the Board would take all the information the health department has shared under consideration and thanked Dr. Rausa and others for all they do.

Regarding Item H.1.c - Health Department

Supervisor Bill Russell said the Health Department is asking for a \$378,000 budget for FY13, but have indicated they would take the \$360,390 budget that the Board proposed.

Supervisor Gardner said that if they cut the budget they would have to cut staff.

Supervisor Bill Russell made the motion and Supervisor Mark Gardner seconded the motion to give the Health Department \$342,370 for budget year 2013, which is a 5% cut from the \$360,390.

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>

Regarding Item H.1.b - Literacy Council

Supervisor Mark Gardner made the motion and Supervisor Harvey Lee seconded the motion to allot \$4,750 for FY13 budget to the Literacy Council which is a 5% cut from the FY12 budget of \$5,000.

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>	

Regarding Item H.1.a - First Regional Library

Supervisor Bill Russell made the motion and Supervisor Mark Gardner seconded the motion to approve \$1,341,000 FY13 budget to the First Regional Library.

The motion failed 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>YES</u>	
Supervisor Lee Caldwell, Fourth District	<u>NO</u>	
Supervisor Harvey Lee, Fifth District	<u>NO</u>	

Supervisor Gardner asked how the cut in funds would impact the County. We are already doing improvements to the Horn Lake Library that is outside the budget. Supervisor Gardner said they should phase in the purchase for computers yearly and not purchase all at once and this would give them relief in their budget.

Supervisor Harvey Lee said the Board planned on cutting budgets by 5% and we need to stick to this commitment.

Supervisor Lee Caldwell made the motion and Supervisor Harvey Lee seconded the motion to cut the First Regional Library Budget by 2.5%, which would be \$33,525 reduction from the FY2012

\$1,341,000, this would be a budget of \$1,307,475 for FY13.

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>NO</u>	
Supervisor Lee Caldwell, Fourth District	<u>YES</u>	
Supervisor Harvey Lee, Fifth District	<u>YES</u>	

See Exhibit H.1.c

d. Other

(1.) Election Commission

Interim County Administrator Vanessa Lynchard stated that when the Election Commission appeared before the Board to discuss new election equipment, they stated they had received the last settlement from the State for the existing election equipment in the amount of \$6,100. Ms. Lynchard asked the Board if they want to start saving for the new equipment and if so they need to put \$100,000 in the FY13 budget.

Supervisor Jessie Medlin said that if the Board sets the \$100,000 in the FY13 budget could they move the funds at a later date if they have to. Chief Financial Officer Tom Arnold said the funds would be placed in a separate account.

Supervisor Bill Russell said he would like to see all items committed to in a designated account so the Board could look at anytime. He said he would like to talk to Demery Grubbs before the Board decides on the Budget allotments. He said they would then have a plan for the best money for the bond rating on the County.

Later in the meeting, Board Attorney Tony Nowak said Circuit Clerk Dale Thompson contacted him regarding some election date issues and he asked to Board to authorize him to work with Ms. Thompson on this issue.

Supervisor Bill Russell made the motion and Supervisor Jessie Medlin seconded the motion to give authorization to the Board Attorney to work with the Circuit Clerk Dale Thompson on Election date issues.

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>

(2.) North Delta

Interim County Administrator Vanessa Lynchard stated she had spoken with James Curcio Director for North Delta about all the items that they supply for the County. According to Mr. Curcio, if the Board allocates \$283,245 for all services regarding housekeeping and food services and we allocate \$125,000 for the transportation services, they would not cut services with this funding.

Supervisor Bill Russell said he wanted to make sure that if the Board cut the budget that services for the County would not be cut.

Supervisor Jessie Medlin made the motion and Supervisor Lee Caldwell seconded the motion to approve a budget of \$408,245 for North Delta Planning & Development District with all services to remain for the County.

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>

(3.) Fleet Management

Chief Financial Officer Tom Arnold said the County has bought vehicles in the past for various departments and then passed down older vehicles to Facilities Management Department.

Interim County Administrator Vanessa Lynchard gave the Supervisors a list of all County vehicles with the cost for repairs, maintenance, and wreck repairs. She said the list has forty vehicles listed and we have spent \$39,943.76 on repairs and \$14,404 on maintenance in two years. This will give the Board an idea for what departments need vehicles.

Supervisor Mark Gardner said there is \$200,000 in the FY13 Budget for vehicles and asked where the vehicles are scheduled to go. Mr. Arnold said seven vehicles are to go to the Tax Assessor; two vehicles go to the Animal Shelter and one vehicle to Planning. Supervisor Gardner asked why the Facilities Management was not getting a new vehicle. Mr. Arnold said they would get some of the Tax Assessors vehicles that are being replaced with new purchase.

Supervisor Jessie Medlin asked Facilities Management Director Tony Martin what they need. Mr. Martin said they need three full size trucks and they need two cars or SUV's.

Ms. Lynchard advised the Board that many of the vehicles purchased with Homeland Security funds would fall under the County to replace when they became disabled as noted on the handout. She stated the need for a Fleet Manager to keep up with the cost for county vehicles and make recommendations for replacement of vehicles.

Supervisor Jessie Medlin made the motion and Supervisor Harvey Lee seconded the motion to approve \$60,000 in the FY13 Budget for vehicles, which would purchase three vehicles.

The motion passed by a vote as follows:

Supervisor Jessie Medlin, First District	<u>YES</u>
Supervisor Mark Gardner, Second District	<u>NO</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>

Supervisor Bill Russell said the budget could be amended at a later date for additional vehicle purchases if necessary.

(4.) County Wide Park Fund

Supervisor Jessie Medlin asked if the Board needs anything for parks before funds are transferred out into the new Recreational District Funds. Supervisor Bill Russell asked if they have a project in the park could they transfer funds to a special account to handle. Chief Financial Officer Tom Arnold said yes and explained the Board has \$164,000 balance in the Park Funds. Supervisor Medlin said they would wait until closer to the FY12 year end before they would transfer all the funds.

Supervisor Jessie Medlin made the motion and Supervisor Harvey Lee seconded the motion to cut the \$325,000 budget for Recreational District by 5% since they had cut all other departments.

The motion passed by a vote as follows:

Supervisor Jessie Medlin, First District	<u>YES</u>
Supervisor Mark Gardner, Second District	<u>NO</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>

(5.) Facilities Management

Interim County Administrator Vanessa Lynchard said that in the Energy Project there are fixed costs that have to be paid outside the bond payment. These expenses must be paid and they are not in the budget for FY13. She said the total cost is \$59,185 and she recommends adding this cost be allocated to the Facilities Management Budget as maintenance contract cost. Ms. Lynchard said she had gone through the budget with Tom Arnold and Tony Martin and they all questioned the math of the energy project paying for itself. Ms. Lynchard said Chris McNeal with Siemens is coming to evaluate and explain the profit, but the County has to maintain records on the electric, water and gas expense for the energy savings guarantee with these contracts. They have discovered the rates have gone up.

Supervisor Jessie Medlin made the motion and Supervisor Harvey Lee seconded the motion to add the \$59,185 to the Facilities Management maintenance FY13 budget.

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>

Ms. Lynchard presented to the Board the recommendations from Tony Martin for the Facilities Departments FY13 budget requirements for maintenance:

- A. Outsource the maintenance of our chiller plant. This is a requirement in our guarantee contract with Siemens and the maintenance needs of the chiller require specific training and skills. The lowest quote I have for this service is \$26,360.
- B. Outsource the maintenance of HVAC needs. This would be broken into two segments. The first being the units that have Siemens controls on them and the second being all other buildings. The estimated combine cost will be \$68,000. This would allow for a yearly startup on heat and air as well as full evaluation of equipment and discounted service calls.
- C. Outsource floor maintenance to various companies. After going through the bid process, we decided that the most cost effective way to proceed is to have various companies do the work. This will be something new to our budget, but after visiting buildings around the County, we need a true floor maintenance program. I believe \$30,000 would be a great start to get us on the right track for this program.

Ms. Lynchard said the County is spending a lot of money and these recommendations would allow funding to be spent in the right way.

Supervisor Mark Gardner made the motion and Supervisor Lee Caldwell seconded the motion to approve the recommendations for the FY13 budget year for A, B, & C, as proposed by the Facilities Management Director Tony Martin.

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>NO</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Harvey Lee, Fifth District	<u>YES</u>

(6.) Capital Projects

Interim County Administrator Vanessa Lynchard gave the Board the Project Capital Projects List budgeted for the FY13 Budget Year.

Budgeted Capital Projects (8/29/12)

Item	Description	Budget #	Page	Total
1	Fleet Management	002-346-915	83	\$200,000.00
2	Olive Branch Allocation- Milwaukee Tools	002-369-743	84	\$40,000.00
3	Swinnea Road	156-368-total	166	\$407,480.00
4	Holly Springs Road Bridge	160-351-total	170	\$4,000,000.00
5	Holly Springs Road Emergency Repairs	160-356-912	171	\$300,000.00
6	NRCS Project	160-359-total	172	\$450,000.00
7	Craft Road Overpass	160-361-total	173	\$2,200,000.00
8	Bridge Upgrades	160-362-913	174	\$3,000,000.00
9	Hallum Estates Flooding	160-367-total	176	\$89,200.00
10	Swinnea Road	160-368-total	177	\$812,520.00
11	New Telephone System	303-000-922	235	\$425,000.00
12	Nesbit VFD Building Renovations	313-347-total	245	\$120,000.00
13	Walls VFD Building Renovations	313-348-total	246	\$100,000.00
14	Eudora VFD Building	313-350-total	247	\$305,495.00
15	Admin Svc & Procurement – Re-carpet Admin	380-192-922	252	\$194,709.00
16	Information Technology – New Software	380-152-559	253	\$145,000.00
17	Ambulance Service – New Ambulances	380-240-915	254	\$200,000.00
18	Fairhaven VFD Building	380-256-901	255	\$60,000.00
19	Emergency Management Bldg (Actual cost will be \$1,000,000)	380-260-902	256	\$250,000.00
20	Courthouse Roof	380-301-909	257	\$250,000.00
21	Technology and Training Ctr	380-302-902	258	\$150,000.00
22	Solodigm Project	380-352-total	259	\$269,100.00
23	Horn Lake Library Renovation	380-501-902	260	\$100,000.00
24	Shortfork Creek Project (\$30,000 FY14)	160-357-555	172	\$90,000.00
	TOTAL			\$14,158,504.00
380 Fund	Is a mixture of General fund and Bond money			
313 Fund	Transferred from 002 Fund			

Vanessa said there are some items that are not in budget like, the maintenance that would be required for the HAVC in the County buildings. She and Tony Martin have discussed and the best solution is to go out for a maintenance contract on this project. The company needs to be licensed in HVAC. She said Tony Martin recommends the floor maintenance to be contracted out at an estimated cost of \$30,000.

Supervisor Lee Caldwell asked about funds for Starlanding Road Project. Ms. Lynchard said it is not in the budget. Supervisor Jessie Medlin asked about the money from Washington. Supervisor Caldwell said those funds went to MDOT.

(7.) Employee Salaries

Supervisor Bill Russell said the Board plans to give employees raises this year and he would like to give a 5% raise. He wants to make sure the County has funds do this and that is why budgets were cut by 5% in all departments.

Supervisor Lee Caldwell said she would like for the County to do a study regarding the appropriate pay scale before for employees before giving raises.

Ms. Lynchard presented two quotes for a salary study as follows and completely described in Exhibit H.d.7.

a. The Centre Group	Administration & Road Dept.	\$30,800
b. The Stennis Institute	Administration & Road Dept.	\$12,400

Supervisor Lee Caldwell made the motion and Supervisor Harvey Lee seconded the motion to have a salary study done before the FY13 year to determine fair salary levels by the Stennis Institute.

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 projects would always come in for the County to do and we have to be able to have the funds for this. She said if we cut all budgets and give employees a 5% raise, how this would affect the general funds for project.

Supervisor Mark Gardner made the motion and Supervisor Harvey Lee seconded the motion to authorize a 3% pay raise for employees.

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>YES</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Harvey Lee, Fifth District	<u>YES</u>

See Exhibit H.1.d

2. Information Technology: Request to Approve Release and Settlement Agreement with AT&T

Board Attorney Tony Nowak said that on June 5th and 6th of 2012, the County phone system was hacked into. AT&T sent a proposed settlement contract to IT Director John Mitchell about this situation. The County was billed \$23,178.84 for unpermitted telecommunication charges. This matter was turned over to the AT&T Fraud Division and today they have submitted a release and settlement document to be signed by the Board President which will allow AT&T to credit the County for all these charges.

Supervisor Mark Gardner asked if there were any leads on who did the hacking. John Mitchell stated that AT&T had determined it was an outside source which eventually ended up in Africa. He has asked AT&T to block all international calls in the future. He said this document has to be back to AT&T by September 2, 2012 for release of the charges.

Supervisor Bill Russell made the motion and Supervisor Lee Caldwell seconded the motion to approve the settlement and authorize the Board President to sign the Release and Settlement Agreement with AT&T for fraudulent telecommunication charges so the County will receive a credit in the amount of \$23,178.84.

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. Office of Procurement: Bids under Advisement

a. Janitorial Services for Various DeSoto County Buildings

Procurement Clerk Karen McNeil said they had been requested to secure bids for Janitorial Services for the County. Ms. McNeil said they sent out forty-four bid requests, and received six responses. Ms. McNeil said the evaluation of the bids showed that moving from an employee provided janitorial service to a contract provided janitorial service will save the County \$126,000 per year conservatively. She and Tony Martin, Director of Facilities Management, said eight employees would be affected by the change, if the bid is approved by the Board. Ms. McNeil said the bid specifications address any new company interviewing our employees for the possibility of hiring the employees.

VENDOR	CATEGORY A				CATEGORY B	CATEGORY C			
	PROPOSED MONTHLY BID PRICE - PAPER PRODUCTS INCLUDED	PROPOSED MONTHLY BID PRICE - PAPER PRODUCTS EXCLUDED	PROPOSED MONTHLY BID PRICE INCLUDING SOAP, PAPER & CAN LINERS	SPECIAL EVENTS (Hourly rate per employee)	CARPET CLEANING	TILE/TERRAZZO MAINTENANCE (STRIPPING AND WAXING)			
						HALLOWAYS/HIGH	OFFICE AREAS		
GCA Services Group 4726 Western Avenue Knoxville, TN 37921	\$ 18,543.01	\$ 17,503.69	\$ 17,920.76	\$ 13.50	\$0.05/sq.ft.	\$0.11/sq.ft.	\$0.13/sq.ft.		
Carolyn's Cleaning Services 1290 Ridge Cove Hernando, MS 38632	\$ 43,850.00	\$ 41,050.00	\$ 46,350.00	\$ 15.00	No Bid	No Bid	No Bid		
Enviro USA, Inc. P.O. Box 1360 Cordova, TN 38088	No Bid	\$ 20,114.38	No Bid	\$ 12.87	\$0.14/sq.ft.	\$0.22/sq.ft.	\$0.20/sq.ft.		
Whitten Enterprises P.O. Box 702 Tunica, MS 38676	\$ 14,935.00	\$ 13,150.00	\$ 16,340.00	\$ 9.00	\$ 18,360.00	\$ 33,005.00	\$ 26,070.00		
Enlightment Inc. dba Amnesty Professional Services 3220 East Shelby Drive Memphis, TN 38118	\$ 14,204.68	\$ 12,513.61	\$ 15,895.65	\$ 15.89	\$ 51,050.00	\$ 30,335.10	\$ 58,425.00		
Service Master by Stratos 66 North Main Street Memphis, TN 38103	\$ 26,950.00	\$ 24,100.00	\$ 28,850.00	\$ 15.50	\$ 12,325.00	\$ 75,880.00	\$ 64,325.00		
CATEGORY A RECOMMENDATION: Amnesty Professional Services									
CLEANING SUPPLIES PER MONTH	\$ 905.71								
MILEAGE	\$ 1,251.25								
SALARY IMPACT	\$ 24,306.52								
TOTAL CURRENT MONTHLY BUDGET IMPACT	\$ 26,463.48	\$ 10,567.83	MONTHLY SAVINGS						
		\$ 126,813.96	YEARLY SAVINGS						
CATEGORY B RECOMMENDATION: Do not award.									
CATEGORY C RECOMMENDATION: Do not award.									

Ms. McNeil and Mr. Martin did not recommend an award of the categories B and C.

Supervisor Bill Russell made the motion and Supervisor Mark Gardner seconded the motion to approve the best and lowest bid for Janitorial Services for County Buildings to Amnesty Professionals as follows and as fully described in Exhibit H.3.a

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>YES</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Harvey Lee, Fifth District	<u>YES</u>

See Exhibit H.3.a

b. Re-Bid One or More 3/4 Ton Crew Cab Pick Up Trucks

Procurement Clerk Shelia Morris said they had been requested to secure re-bids for procurement of one or more three quarter ton trucks for the County. Ms. Morris said they sent out twelve bid request, but only received three responses. She presented the bid tabulation as follows:

Name of Bidder	Make/Model of Unit	Delivery Date	Bid Price	Complys with all Specifications
Country Ford 95 East Goodman Road Southaven, MS 38671	2013 Ford F-250 (W 2B)	45 Days	\$26,359.38	Yes
Homer Skelton Ford 6950 Hanna Cove Olive Branch, MS 38654	2013 Ford F-250	90 Days from Receipt of P.O.	\$28,775.00	Yes
Sam Swope Auto Group, LLC 2740 Whitten Road Suite 120 Memphis, TN 38133	2013 Dodge Crew Cab LWB DJ7L92	90 To 120 Days	\$23,999.15	No Lowest price, but does not meet specs. and is an out of state dealer

Recommendation: Country Ford

The Supervisors asked how many would be purchased. Ms. Morris said it was her understanding the Road Manager plans to purchase ten vehicles. The Board asked for information to justify the purchase of ten vehicles and decided to hold over the item to get more information about the purchase.

Supervisor Lee Caldwell made the motion and Supervisor Mark Gardner seconded the motion to take the bids under advisement and hold this item over until additional information was received on truck requirements from the departments needing vehicles. The re-bids are described in Exhibit H.3.b.

See Exhibit H.3.b

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>YES</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Harvey Lee, Fifth District	<u>YES</u>

L. 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 September 4, 2012 at 9:00 a.m. The motion was seconded the motion by Supervisor Mark Gardner.

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 29th day of August 2012, these minutes have been read and approved by the DeSoto County Board of Supervisors.

Jessie Medlin, President
DeSoto County Board of Supervisors