

DESOTO COUNTY BOARD OF SUPERVISORS
BOARD MEETING MINUTES
DISTRICT FIVE MICHAEL LEE, PRESIDING

August 4, 2016

A. CALL TO ORDER

The August 4, 2016 meeting of the DeSoto County Board of Supervisors was called to order by Supervisor Michael Lee, Board Vice-President.

Supervisor Michael Lee 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 - ABSENT |
| Supervisor Mark Gardner | District 2 |
| Supervisor Bill Russell | District 3 |
| Supervisor Lee Caldwell | District 4 |
| Supervisor Michael Lee | District 5 |
| Sheriff Bill Rasco | Sheriff - Came in late |
| Misty Heffner | Chancery Clerk |
| Vanessa Lynchard | County Administrator |
| Tony Nowak | Board Attorney |

B. INVOCATION

Supervisor Mark Gardner presented the invocation.

C. PLEDGE OF ALLEGIANCE

D. CITIZEN REMARKS & PRESENTATIONS

E. APPROVAL OF AGENDA: ADDITIONS AND DELETIONS

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

1. Additions to Agenda

a. County Administrator Vanessa Lynchard requested to have the following considered for Executive Session:

1) Personnel – Justice Court (Executive, J.2.)

b. Director of Administrative Services and Procurement Pat McLeod requested to add the following:

1) Purchase over \$25,000.00 for IT. (New, J.H.1.)

2) There were no deletions from the Agenda

Supervisor Mark Gardner made the motion and Supervisor Lee Caldwell seconded the motion to approve the agenda items and actions with the additions, deletions, and changes as set forth above.

The motion passed by a vote as follows:

| | |
|--|---------------|
| Supervisor Jessie Medlin, First District | <u>ABSENT</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> |

F. CONSENT AGENDA

1. Office of Finance & Accounting

Budget Amendments - Administration Office/Procurement

| DeSoto County, Mississippi | | | | | | |
|----------------------------|--|-----------------------|----------------|-----------|-----------|----------------|
| BUDGET AMENDMENT REQUEST | | | | | | |
| | Fund/Department # | 001-120 | | | | Updated 7/15 |
| | Date: | 8/4/2016 | | | | |
| | Admin Services / Procurement | | | | | |
| ACCT # | LINE ITEM | YEAR TO DATE EXPENSES | ADOPTED BUDGET | INCREASE | DECREASE | REVISED BUDGET |
| 001-120-523 | Contractual Printing | \$ - | \$ 500.00 | | \$ 150.00 | \$ 350.00 |
| 001-120-594 | Other Contractual Services | \$ 179.00 | \$ 300.00 | \$ 150.00 | | \$ 450.00 |
| | | | | | | \$ - |
| | TOTALS | | \$ 800.00 | \$ 150.00 | \$ 150.00 | \$ 800.00 |
| Reason for Request: | To account for increase in contractual services. | | | | | |
| Requested by: | Pat McLeod | | | | | |

Mrs. McLeod explained this was needed for the composite pictures.

Supervisor Lee Caldwell made the motion and Supervisor Mark Gardner seconded the motion to approve the Consent Agenda items and actions as set forth above.

The motion passed by a vote as follows:

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

See Exhibit F.

G. OLD BUSINESS – Budget FY17

Mrs. Lynchard stated the issues with the budget mostly deal with growth in several departments. She informed the Board she has asked the managers in the areas experiencing the most growth to come speak with them today.

1. Planning Department

Mrs. Lynchard asked Planning Director Bennie Hopkins to speak first. Mrs. Lynchard informed the Board that there is a need for a Plans Examiner in the Planning Department which will be an additional position. She stated this person will take on a lot of roles from building inspector to plan reviews. Mrs. Lynchard presented spreadsheets showing the number of permits issued that all require inspections, as well as the progression of employees working in the Planning Department.

Planning Director Bennie Hopkins thanked the Board for the work that has been done in the Planning Department to update and reconfigure the office space. Mr. Hopkins said his main 2 goals when he came were to reconfigure the space and hire more help; and the time has come to address the increased staff. Mr. Hopkins pointed out that the County covers more square miles than any municipality and they work with fewer inspectors than 2 of the municipalities. He also informed the Board that they strive to do same-day inspections and same-day permits. Mr. Hopkins feels that hiring a Plans Examiner and making their part-time clerical position a full-time position would greatly benefit the Planning Department and the County.

Mr. Hopkins stated he has seen some issues with things being missed by not having plan check reviews

by a qualified plans inspector. He stated that the clerks in the office are actually doing the tasks that a plans inspector should be doing; and that can present problems in the future, as they are already seeing. He stated with a Plans Examiner on staff, the clerks would only be issuing permits and managing the clerical duties.

Mr. Hopkins also pointed out when their part-time person leaves at noon, it pulls the Office Manager out to work the front counter and pulls her away from her other duties; as well as the clerk who is assigned the task of transcribing minutes from multiple meetings and taking care of plats for minor lot subdivisions. He stated that when these two ladies are out front issuing permits, their work is getting behind.

Mr. Hopkins stated he anticipates as I-269 opens with 25 miles of new interstate, 7 points of access in DeSoto County, and the majority of the surrounding land zoned Agricultural; the building of commercial lots and developments will increase dramatically. He also stated that the clerks will not be able to review and issue permits on commercial properties, as they are not qualified to do so.

Mr. Hopkins stated he is requesting a full-time clerical position at \$12.50 per hour to replace the part-time position in place now, as well as hiring a Plans Examiner at \$40,000.00 per year. He would also like to continue the reconfiguration of the office as needed to maximize the space for a better work flow.

Mrs. Lynchard stated the two positions would mean \$25,925.00 per year for the clerk and \$59,000.00 for the Plans Examiner to the budget.

Supervisor Caldwell thanked Mr. Hopkins for his presentation and stated he had brought a lot of good data to the Board. She stated the County is paying now for problems created in the past on permits that were issued.

Supervisor Mark Gardner made the motion and Supervisor Lee Caldwell seconded the motion to take the Planning Department's funding requests under advisement.

The motion passed by a vote as follows:

| | |
|--|---------------|
| Supervisor Jessie Medlin, First District | <u>ABSENT</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 Michael Lee, Fifth District | <u>YES</u> |

See Exhibit G.1.

2. Environmental Services

Environmental Services Manager Ray Laughter stated he is before the Board to address consulting and counseling fees. He stated the garbage contract is up for bid next year, and the County has used a consultant previously to help with the process.

Supervisor Gardner asked Mr. Laughter how valuable the consultant was. Mr. Laughter said the consultant has been very valuable and has saved the County a lot of money. Supervisor Gardner asked if he had saved enough to cover his expenses. Mrs. Lynchard stated, if not for McNaughton & Allen, the County would have been out of room at the rubbish pit and the citizens would not be paying \$2.40, but closer to \$6.00. She said using the consultants has helped the taxpayers.

Supervisor Russell stated using the consultant was also helpful in dealing with EPA. He stated the County started out looking at 10 years with the current rubbish pit, and then disposal almost doubled. He said they did some calculations last week, and the current projection is 7.5 years.

Mrs. Lynchard stated that Southaven and Horn Lake take quite a bit to the Star Landing pit. She stated that while the County pits are break even, private pits are there to make money. Mrs. Lynchard also stated with the growth in the County, there is going to be a price increase in rubbish.

Mr. Laughter reminded the Board that Ewaste is now an expense also. He said they used to get revenue from it, but that is no longer the case. Mr. Laughter also stated that MDEQ has a grant that paid for the Ewaste costs last year and he plans to apply for it again this year.

There was some discussion regarding curbside recycling. Mr. Laughter stated it will definitely be in the cost analysis for the new contract; and he plans to ask for the price for voluntary weekly recycling as well. Supervisor Caldwell stated education needs to continue also.

Mrs. Lynchard stated that the Board moved bits and pieces of millage into the Solid Waste Fund and it has built up some revenue. She recommended leaving the money there in anticipation of buying land for a new rubbish pit.

Supervisor Russell asked what the bottom line in Fund 105 was. Mrs. Lynchard stated there is an increase not covered by grants of \$35,000.00

Supervisor Mark Gardner made the motion and Supervisor Lee Caldwell seconded the motion to take the Environmental Services Department's funding requests under advisement.

The motion passed by a vote as follows:

| | |
|--|---------------|
| Supervisor Jessie Medlin, First District | <u>ABSENT</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 Michael Lee, Fifth District | <u>YES</u> |

3. Fleet Management

Fleet Manager J.R. Conlee stated he has been putting off replacing several vehicles; and he has determined that 5 vehicles are very high mileage or have major repairs to be made that are not cost effective. Mr. Conlee stated that he is seeing other funds such as fuel costs and maintenance costs decrease as new vehicles are added and the older models are taken out of inventory. He also pointed out that Planning and GIS have been sharing a vehicle this year.

Mr. Conlee said the new vehicles will go to Facilities Management, 2 - F250s; Environmental Services, 1 -F250 to pull recycling trailers; Planning, 2 - F150s Xtn'd Cab. He also is proposing 2 utility beds for the Facilities' trucks.

Mr. Jarman stated the utility beds cut costs by having fewer trips to the store and man hours used traveling. He said he has a truck set up specific to jobs with ladders, tools, and extra parts.

Mr. Conlee stated they will also fit one truck with a tommy-lift and crane for air conditioning work.

Supervisor Lee Caldwell made the motion and Supervisor Mark Gardner seconded the motion to take the Fleet Management Department's funding requests under advisement.

The motion passed by a vote as follows:

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|--|---------------|
| Supervisor Jessie Medlin, First District | <u>ABSENT</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 Michael Lee, Fifth District | <u>YES</u> |

4. Facilities Management

Mrs. Lynchard handed out a spreadsheet showing Facilities Management has had 8 employees since 2014 and they have added multiple buildings to their responsibilities.

Mr. Jarman stated his understanding was the chiller was supposed to save over time as they replaced

older units. He said there are still rooftop units that are fed by the chiller and require maintenance.

He also stated he keeps one full-time man at the jail. He said the jail could justify a supervisor and 2 employees, but they are managing with one and repairs are constantly being made. He stated they go in every 4 months and check kitchen and laundry equipment.

Mrs. Lynchard stated when the former Facilities Director was here; he made an opening for a 9th person in anticipation of the jail opening. Mr. Jarman said he would like to restore that salary.

Mr. Jarman also pointed out that Facilities will be picking up Land Records and the Juvenile Facility when those are opened. He stated that the old jail controls have to be reworked in order to open the Juvenile Detention Facility, which will be \$20,000.00.

Mr. Jarman went over his list which included painting the Juvenile Facility, flooring in DA’s Offices and DHS, flooring in Justice Court, flooring in Southaven Health Department, door control systems at EMA for better control of entry, fire alarm cell units, roof repair at old jail, lift trailer for Facilities, event lighting at Courthouse, Sally Port spring upgrade, and landscaping upkeep.

Supervisor Mark Gardner made the motion and Supervisor Lee Caldwell seconded the motion to take the Facilities Management Department’s funding requests under advisement.

The motion passed by a vote as follows:

| | |
|--|---------------|
| Supervisor Jessie Medlin, First District | <u>ABSENT</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 Michael Lee, Fifth District | <u>YES</u> |

See Exhibit G.4.

5. Sheriff’s Department

Sheriff Rasco stated when the new Sheriff’s Admin Building opened; he felt they needed their IT person on-site rather than in the IT Department. He said there was \$30,000.00 put into IT’s budget and he would like to move that back to the Sheriff’s Department budget. Mrs. Lynchard informed the Sheriff and the Board that some of that money was distributed to maintenance contracts that IT Director John Mitchell had acquired. Mr. Mitchell stated that the Sheriff’s computers have been paid out of fund 924, but there are several funds that have been used for contract maintenance and the money has been spread out to cover those.

Supervisor Gardner asked Sheriff Rasco if he could go back and look at his budget to see if there were some lines that could be amended to get the holiday pay taken care of before the next budget year. Sheriff Rasco stated he would meet with his bookkeeper to see if they could do that.

There was some discussion regarding the purchase of new cars, noting that the old Crown Vics are almost gone and have been replaced with police interceptors. Chief Deputy Macon Moore stated they are getting at least one extra year from the interceptors.

Two members of the Board had to leave for a funeral. They apologized to the Sheriff and Chief Moore and asked them to come back Monday, August 8th to continue their presentation.

H. NEW BUSINESS

1. Purchase over \$25,000.00 for IT.

Due to time constraints this item will be addressed in the recessed meeting August 8th.

I. PLANNING COMMISSION

J. EXECUTIVE SESSION

Due to time constraints, the items in executive session will be addressed in the recessed meeting August 8th.

Supervisor Michael Lee made the motion and Supervisor Mark Gardner seconded the motion to recess the Board meeting until August 8, 2016, at 5:00 p.m.

The motion passed by a vote as follows:

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|--|---------------|
| Supervisor Jessie Medlin, First District | <u>ABSENT</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 Michael Lee, Fifth District | <u>YES</u> |

THIS the 4th day of August, 2016, these minutes have been read and approved by the DeSoto County Board of Supervisors.

Michael Lee, Vice-President
DeSoto County Board of Supervisors