

# DESOTO COUNTY BOARD OF SUPERVISORS

## BOARD MEETING MINUTES

### DISTRICT ONE JESSIE MEDLIN, VICE PRESIDENT PRESIDING

August 24, 2015

#### A. CALL TO ORDER

The August 24, 2015 meeting of the DeSoto County Board of Supervisors was called to order by Supervisor Jessie Medlin, Board Vice 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 Lee Caldwell	District 4
Supervisor Michael Lee	District 5
Sheriff Bill Rasco	Sheriff
W. E. Sluggo Davis	Chancery Clerk
Vanessa Lynchard	County Administrator
Tony Nowak	Board Attorney

#### B. INVOCATION

County Administrator Vanessa Lynchard presented the invocation.

#### C. PLEDGE OF ALLEGIANCE

#### D. CITIZEN REMARKS & PRESENTATIONS

Supervisor Jessie Medlin asked if there was anyone present in the audience who wished to address the Board regarding an item not on the Agenda.

No one came forward.

#### E. APPROVAL OF AGENDA: ADDITIONS & DELETIONS

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

##### 1. Supervisor Lee Caldwell requested the following change to the Agenda.

Move New Business, Jail Inspection Additional Report Response to Executive Session per Board Attorney Tony Nowak

##### 2. County Administrator Vanessa Lynchard requested removing the following item from the Agenda.

Annual Bid Ready Mix Concrete, Exhibit H.5.a.3.

##### 3. Chancery Court Clerk Sluggo Davis requested adding the following item to the Agenda.

Budget Amendment to buy an adding machine for the land records office. The office needs to move \$100 from (919) Furn/Office Equip – Under \$5000 to (603) Office Supplies and Materials.

**DeSoto County, Mississippi  
BUDGET AMENDMENT REQUEST**

Fund/Department # 001 / 101  
Date: 8/24/2015

Updated 7/15

Chancery Clerk						
ACCT #	LINE ITEM	YEAR TO DATE EXPENSES	ADOPTED BUDGET	INCREASE	DECREASE	REVISED BUDGET
001-101-919	Furn / Office Equip - Under \$5000	\$ -	\$ 500.00		\$ 100.00	\$ 400.00
001-101-603	Office Supplies and Materials	\$ 5,186.05	\$ 5,200.00	\$ 100.00		\$ 5,300.00
						0
<b>TOTALS</b>			\$ 5,700.00	\$ 100.00	\$ 100.00	\$ 5,700.00

Reason for Request: Adjust line items for necessary expenses  
(Show detailed justification)

Requested by: Sluggo Davis  
For Department: Chancery Clerk

Supervisor Mark Gardner made the motion and Supervisor Lee Caldwell seconded the motion to approve the budget amendment of \$100.00 from (919) Furn/Office Equip – Under \$5000 to (603) Office Supplies and Materials.

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

**See Exhibit E.3.**

**4. Approval to Reimburse Meal Expenses to Veterinary Staff**

County Administrator Vanessa Lynchard asked for approval for the Comptroller’s Office to reimburse meal expenses incurred by the veterinary staff that did spaying/neutering at the Animal Shelter, pursuant to the agreement between the County and Mississippi State University.

Supervisor Lee Caldwell made the motion and Supervisor Jessie Medlin seconded the motion to approve the Comptroller’s Office to reimburse meal expenses to the veterinary staff that did spaying/neutering at the Animal Shelter, pursuant to the agreement between the County and Mississippi State University.

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

**5. Voided Tax Sale – DeSoto County School District**

Tax Collector Joey Treadway requested to void a 2012 tax sale on Parcel #1066-2401.0-00015.00 that had been previously sold to DeSoto County School District. The property should not have been included in the 2012 tax sale. He also requested refunding the tax sale purchaser, Mortgage Center LLC for the erroneous purchase and rebilling the school district for the original amount of prorated taxes the School District was obligated to pay.

Board Attorney Tony Nowak stated this would be just like the situation with the City of Horn Lake last meeting. Supervisor Jessie Medlin asked what the rebilling cost was. Mr. Treadway stated the price was \$1900.45. The total amount due now is \$5509.16. County Administrator Vanessa Lynchard asked Mr. Treadway to get paperwork on this to the Administrative Office to put in the minutes.

Supervisor Mark Gardner made the motion and Supervisor Lee Caldwell seconded the motion to set aside the prior tax sales for this property, to remove the property from the 2015 tax sale, to approve refunding the money received from the tax sale purchaser for prior tax sales, and to rebill the DeSoto County School District for the amount of prorated taxes the School District was obligated to pay.

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

**See Exhibit E.5.**

**6. Carry over funds from Sheriff’s budget for helicopter purchase.**

Sheriff Bill Rasco asked to carry over \$10K out of his aviation budget into next year. Sheriff Rasco stated that the old helicopters (49 model and 47 model) were costing a lot of money to maintain. The Army is having some used helicopters come available for \$10,000.00 and one is a 97 model. He proposed we get rid of the old ones, purchase another one from the Army, and with the 97 model we currently have, the County will have two newer models. Supervisor Lee Caldwell asked if the lights and other equipment would transfer? Sheriff Rasco affirmed. The County is not permitted to sell the old models, but we can do an inventory disposition and an agency out of GA will pick them up. Supervisor Mark Gardner stated that this was a good deal if it was the same type helicopter we had purchased from Georgia for a good bit more money.

Supervisor Jessie Medlin made the motion and Supervisor Michael Lee seconded the motion to carry over \$10,000.00 from the Sheriff’s Dept. Aviation budget line for the purchase of a newer model used helicopter.

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

Supervisor Lee Caldwell made the motion and Supervisor Michael Lee seconded the motion to approve the agenda with the additions and deletions as 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>ABSENT</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Michael Lee, Fifth District	<u>YES</u>

**F. CONSENT AGENDA**

The Board of Supervisors considered the following items on the meeting’s Consent Agenda:

**1. Office of Finance & Accounting**

**a. Budget Amendments**

	Fund/Department #	001 / 180				Updated 7/15
	Date:	8/24/2015				
2	Election Commissioners					
		YEAR TO DATE	ADOPTED			REVISED
ACCT #	LINE ITEM	EXPENSES	BUDGET	INCREASE	DECREASE	BUDGET
001-180-573	Election Workers' Fees	\$ 100,075.00	\$ 121,100.00	\$ 5,000.00		\$ 126,100.00
001-999-999	Ending Cash	\$ -	\$ 15,927,919.90		\$ 5,000.00	\$ 15,922,919.90
	<b>TOTALS</b>		\$ 16,049,019.90	\$ 5,000.00	\$ 5,000.00	\$ 16,049,019.90
Reason for Request	To account for additional poll workers					
(Show detailed justification)						
Requested by:	Dale Thompson / Andrea Freeze					

	Fund/Department #	001 / 450				Updated 7/15
	Date:	8/24/2015				
3	DHS - Economic Assistance					
		YEAR TO DATE	ADOPTED			REVISED
ACCT #	LINE ITEM	EXPENSES	BUDGET	INCREASE	DECREASE	BUDGET
001-450-502	Regular Telephone Service	\$ 1,947.03	\$ 2,000.00	\$ 600.00		\$ 2,600.00
001-450-594	Other Contractual Services	\$ 456.76	\$ 1,725.00		\$ 775.00	\$ 950.00
001-450-603	Office Supplies and Materials	\$ 5,313.88	\$ 6,500.00	\$ 100.00		\$ 6,600.00
001-450-645	Custodial Supp/Cleaning Agents	\$ 29.94	\$ 75.00	\$ 75.00		\$ 150.00
	<b>TOTALS</b>		\$ 10,300.00	\$ 775.00	\$ 775.00	\$ 10,300.00
Reason for Request	To adjust various line items to cover expenses					
(Show detailed justification)						
Requested by:	Tammi Crawford					

DeSoto County, Mississippi						
BUDGET AMENDMENT REQUEST						
	Fund/Department #	001 / 200-225			Updated 7/15	
	Date:	8/24/2015				
1	Sheriff's Department					
ACCT #	LINE ITEM	YEAR TO DATE EXPENSES	ADOPTED BUDGET	INCREASE	DECREASE	REVISED BUDGET
001-200-400	OFFICIALS	\$ 93,333.29	\$ 109,000.00	\$ 2,500.00		\$ 111,500.00
001-200-404	OFFICE CLERICAL	\$ 484,445.21	\$ 489,682.00	\$ 55,345.00		\$ 545,027.00
001-200-441	OVERTIME	\$ 32,458.06	\$ 33,500.00	\$ 4,355.00		\$ 37,855.00
001-200-465	RETIREMENT	\$ 107,159.10	\$ 106,174.00	\$ 15,620.00		\$ 121,794.00
001-200-466	SOCIAL SECURITY	\$ 50,586.72	\$ 53,518.00	\$ 4,175.00		\$ 57,693.00
001-200-468	GROUP INSURANCE	\$ 86,934.38	\$ 92,964.00	\$ 6,880.00		\$ 99,844.00
001-200-501	POSTAGE	\$ 2,179.00	\$ 3,160.00		\$ 490.00	\$ 2,670.00
001-200-523	CONTRACTUAL PRINTING	\$ 4,163.91	\$ 6,220.00		\$ 1,950.00	\$ 4,270.00
001-200-543	REPAIRS-OFF FURNITURE & EQ	\$ -	\$ 650.00		\$ 650.00	\$ -
001-200-570	INSURANCE & FIDELITY BONDS	\$ 5,775.00	\$ 5,667.00	\$ 283.00		\$ 5,950.00
001-200-571	DUES & SUBSCRIPTIONS	\$ 4,289.78	\$ 6,500.00		\$ 2,000.00	\$ 4,500.00
001-200-604	PRINTER CONSUMABLES	\$ 21,035.89	\$ 22,850.00		\$ 500.00	\$ 22,350.00
001-200-639	SIGNS	\$ 314.40	\$ 500.00		\$ 185.00	\$ 315.00
001-201-439	OTHER SERV	\$ 150,078.05	\$ 166,550.00	\$ 2,985.00		\$ 169,535.00
001-201-441	OVERTIME	\$ 10,960.23	\$ 20,000.00		\$ 7,500.00	\$ 12,500.00
001-202-403	CID	\$ 456,680.21	\$ 499,308.00	\$ 16,110.00		\$ 515,418.00
001-202-404	OFFICE CLERICAL	\$ 98,761.10	\$ 108,950.00	\$ 5,175.00		\$ 114,125.00
001-202-431	DISPATCH	\$ 612,431.32	\$ 728,207.00		\$ 30,000.00	\$ 698,207.00
001-202-433	PATROLMEN	\$ 2,502,907.11	\$ 2,913,739.00		\$ 70,000.00	\$ 2,843,739.00
001-202-441	OVERTIME	\$ 527,413.26	\$ 557,754.00	\$ 35,000.00		\$ 592,754.00
001-202-465	STATE RETIREMENT	\$ 947,385.49	\$ 1,044,515.00	\$ 29,000.00		\$ 1,073,515.00
001-202-468	INSURANCE	\$ 924,137.17	\$ 1,100,074.00		\$ 35,930.00	\$ 1,064,144.00
001-202-542	VEHICLE REPAIR	\$ 75,937.43	\$ 78,000.00	\$ 4,500.00		\$ 82,500.00
001-202-587	TRAINING & REGISTRATION	\$ 36,039.00	\$ 36,000.00	\$ 5,492.00		\$ 41,492.00
001-202-613	LAW ENFORCEMENT SUPPLIES	\$ 136,359.27	\$ 138,026.00	\$ 1,000.00		\$ 139,026.00
001-202-671	GASOLINE	\$ 441,551.73	\$ 489,400.00		\$ 10,000.00	\$ 479,400.00
001-202-674	LUBRICATING OILS & GREASE	\$ 16,720.21	\$ 17,700.00	\$ 1,025.00		\$ 18,725.00
001-202-680	TIRES & TUBE	\$ 35,290.26	\$ 36,750.00	\$ 3,370.00		\$ 40,120.00
001-202-681	REPAIR & REPLACEMENT PARTS	\$ 50,081.40	\$ 58,800.00		\$ 5,000.00	\$ 53,800.00
001-202-689	CLOTHING ALLOW	\$ 4,101.60	\$ 7,000.00		\$ 1,000.00	\$ 6,000.00
001-202-690	ELECTRONIC SUP/REPAIR	\$ 215.05	\$ 1,000.00		\$ 784.00	\$ 216.00
001-202-691	UNIFORMS	\$ 44,166.21	\$ 45,000.00	\$ 3,000.00		\$ 48,000.00
001-202-921	OTHER CAP UNDER 5,000	\$ 187,779.71	\$ 188,425.00	\$ 1,000.00		\$ 189,425.00
001-202-925	RADIOS	\$ 114,861.14	\$ 115,000.00	\$ 15,907.00		\$ 130,907.00
001-220-432	JAILERS/GUARDS	\$ 2,096,449.10	\$ 2,402,579.00		\$ 13,000.00	\$ 2,389,579.00
001-220-439	OTHER SERV	\$ 162,983.52	\$ 193,083.00		\$ 6,000.00	\$ 187,083.00
001-220-468	INSURANCE	\$ 489,818.72	\$ 596,519.00		\$ 25,000.00	\$ 571,519.00
001-220-552	MEDICAL FEES	\$ 2,080.00	\$ 2,175.00	\$ 130.00		\$ 2,305.00
001-220-587	TRAINING & REGISTRATION	\$ 4,483.50	\$ 3,000.00	\$ 1,485.00		\$ 4,485.00
001-220-615	OTHER PROFESSIONAL SUPL	\$ 5,168.92	\$ 5,725.00		\$ 556.00	\$ 5,169.00
001-220-645	CUSTODIAL SUPPL/CLEANING	\$ 103,248.98	\$ 112,000.00		\$ 1,059.00	\$ 110,941.00
001-220-691	UNIFORMS	\$ 21,280.17	\$ 28,000.00		\$ 2,000.00	\$ 26,000.00
001-220-694	FOOD FOR PRISONERS	\$ 454,208.80	\$ 482,500.00		\$ 11,018.00	\$ 471,482.00
001-222-439	NURSES	\$ 408,791.25	\$ 477,007.00		\$ 2,200.00	\$ 474,807.00
001-222-441	OVERTIME	\$ 43,091.80	\$ 55,000.00		\$ 2,600.00	\$ 52,400.00
001-223-432	JAILERS/GUARDS	\$ 684,266.89	\$ 753,401.00	\$ 18,275.00		\$ 771,676.00
001-223-441	OVERTIME	\$ 8,174.55	\$ 9,000.00	\$ 975.00		\$ 9,975.00
001-223-465	RETIREMENT	\$ 109,059.58	\$ 120,078.00	\$ 3,035.00		\$ 123,113.00
001-223-468	INSURANCE	\$ 141,814.50	\$ 170,434.00		\$ 7,200.00	\$ 163,234.00
001-225-617	RESCUE SUPPLIES	\$ 4,280.04	\$ 5,266.00		\$ 145.00	\$ 5,121.00
001-225-681	REPAIR & REPLACEMENT PARTS	\$ 1,174.07	\$ 1,500.00		\$ 325.00	\$ 1,175.00
001-225-921	OTHER CAPITAL <5,000	\$ 7,050.05	\$ 7,091.00		\$ 40.00	\$ 7,051.00
001-225-925	RADIOS	\$ -	\$ -	\$ 510.00		\$ 510.00
<b>TOTALS</b>			\$ 14,704,941.00	\$237,132.00	\$ 237,132.00	\$ 14,704,941.00
Reason for Request (Show detailed justification)	To adjust various line items					
Requested by:	Donna Ford					

Supervisor Mark Gardner asked about the Sheriff's Dept. budget amendment. He asked if there were so many new uniforms because there had been a large number of new hires and why monies had been moved out of patrol into clerical. Sheriff Bill Rasco stated that one extra person was hired as a Neighborhood Watch and Community Involvement officer. Officer Brian Keller goes around and teaches self-defense to church, civic, and other groups. Some of the expense is also to cover overtime.

Supervisor Jessie Medlin asked what the extra \$5,000.00 for election worker fees was for and why we did not have enough to cover this. County Administrator Vanessa Lynchard pointed out that there were extra elections for congress and run-off elections.

**b. Inventory Dispositions**

- 1) Election Commission: Preliminary.Final
- 2) Sheriff Dept – Patrol: Preliminary.Final
- 3) Sheriff Dept – Cid: Preliminary.Final
- 4) Sheriff Dept – Sid: Preliminary.Final
- 5) Chancery Land: Final
- 6) Facility Management: Final
- 7) Facility Management: Final
- 8) Fin & Acct – Children Svcs: Final
- 9) Fin & Acct – Da’s Office: Final
- 10) It Department: Final
- 11) Sheriff Dept – Traffic: Final
- 12) Sheriff Dept – Equip Release: Final

DEPT	ELECTION COMMISSION			NRC = NON REPAIRABLE (COST)		K = THOUSANDS				DEPT #:	180
NAME:				NR = NON REPAIRABLE		H = HUNDREDS					
				DAS = DECLARE AS SURPLUS		D = DOLLARS					
ASSET #	DESCRIPTION	SERIAL #	ISSUE/REASON FOR DISPOSAL	Y R A C Q	C O S T	LOCATION AT PRELIMINARY	PRELIMINARY APPROVAL DATE	DISPOSED OF BY	FINAL DISPOSAL LOCATION	DATE OF FINAL APPROVAL	
41191	EXPRESS POLL TABLE	M013413	UNITS COULD NOT BE UPGRADED	10	7H	VENDOR	.....	.....	VENDOR		
41192	EXPRESS POLL TABLE	M007915		10	7H	VENDOR	.....	.....	VENDOR		
41193	EXPRESS POLL TABLE	M008058		10	7H	VENDOR	.....	.....	VENDOR		
41194	EXPRESS POLL TABLE	M008535		10	7H	VENDOR	.....	.....	VENDOR		
41195	EXPRESS POLL TABLE	M009552		10	7H	VENDOR	.....	.....	VENDOR		
41196	EXPRESS POLL TABLE	M009557		10	7H	VENDOR	.....	.....	VENDOR		
41197	EXPRESS POLL TABLE	M009558		10	7H	VENDOR	.....	.....	VENDOR		
41198	EXPRESS POLL TABLE	M009561		10	7H	VENDOR	.....	.....	VENDOR		
41199	EXPRESS POLL TABLE	M009577		10	7H	VENDOR	.....	.....	VENDOR		
41200	EXPRESS POLL TABLE	M009578		10	7H	VENDOR	.....	.....	VENDOR		
41201	EXPRESS POLL TABLE	M009580		10	7H	VENDOR	.....	.....	VENDOR		
41202	EXPRESS POLL TABLE	M009611		10	7H	VENDOR	.....	.....	VENDOR		
41203	EXPRESS POLL TABLE	M009622		10	7H	VENDOR	.....	.....	VENDOR		
41204	EXPRESS POLL TABLE	M009624		10	7H	VENDOR	.....	.....	VENDOR		
41205	EXPRESS POLL TABLE	M009625		10	7H	VENDOR	.....	.....	VENDOR		
41206	EXPRESS POLL TABLE	M009627		10	7H	VENDOR	.....	.....	VENDOR		
41207	EXPRESS POLL TABLE	M009631		10	7H	VENDOR	.....	.....	VENDOR		
41208	EXPRESS POLL TABLE	M009637		10	7H	VENDOR	.....	.....	VENDOR		
41209	EXPRESS POLL TABLE	M009639		10	7H	VENDOR	.....	.....	VENDOR		
41210	EXPRESS POLL TABLE	M009640		10	7H	VENDOR	.....	.....	VENDOR		
41211	EXPRESS POLL TABLE	M009645		10	7H	VENDOR	.....	.....	VENDOR		
41212	EXPRESS POLL TABLE	M009677		10	7H	VENDOR	.....	.....	VENDOR		
41213	EXPRESS POLL TABLE	M009698		10	7H	VENDOR	.....	.....	VENDOR		
41214	EXPRESS POLL TABLE	M009700		10	7H	VENDOR	.....	.....	VENDOR		
41215	EXPRESS POLL TABLE	M009702		10	7H	VENDOR	.....	.....	VENDOR		
41216	EXPRESS POLL TABLE	M009703		10	7H	VENDOR	.....	.....	VENDOR		
41217	EXPRESS POLL TABLE	M009704		10	7H	VENDOR	.....	.....	VENDOR		
41218	EXPRESS POLL TABLE	M009705		10	7H	VENDOR	.....	.....	VENDOR		
41219	EXPRESS POLL TABLE	M009706		10	7H	VENDOR	.....	.....	VENDOR		
41220	EXPRESS POLL TABLE	M009707		10	7H	VENDOR	.....	.....	VENDOR		
41221	EXPRESS POLL TABLE	M009711		10	7H	VENDOR	.....	.....	VENDOR		
41222	EXPRESS POLL TABLE	M009733		10	7H	VENDOR	.....	.....	VENDOR		
41223	EXPRESS POLL TABLE	M009734		10	7H	VENDOR	.....	.....	VENDOR		
41224	EXPRESS POLL TABLE	M009735		10	7H	VENDOR	.....	.....	VENDOR		
41225	EXPRESS POLL TABLE	M010831		10	7H	VENDOR	.....	.....	VENDOR		
41226	EXPRESS POLL TABLE	M010919		10	7H	VENDOR	.....	.....	VENDOR		
41227	EXPRESS POLL TABLE	M010922		10	7H	VENDOR	.....	.....	VENDOR		
41228	EXPRESS POLL TABLE	M010927		10	7H	VENDOR	.....	.....	VENDOR		
41229	EXPRESS POLL TABLE	M010928		10	7H	VENDOR	.....	.....	VENDOR		
41230	EXPRESS POLL TABLE	M011164		10	7H	VENDOR	.....	.....	VENDOR		
41231	EXPRESS POLL TABLE	M011167		10	7H	VENDOR	.....	.....	VENDOR		
41232	EXPRESS POLL TABLE	M012083		10	7H	VENDOR	.....	.....	VENDOR		
41233	EXPRESS POLL TABLE	M013112		10	7H	VENDOR	.....	.....	VENDOR		
41234	EXPRESS POLL TABLE	M013162		10	7H	VENDOR	.....	.....	VENDOR		
41235	EXPRESS POLL TABLE	M013194		10	7H	VENDOR	.....	.....	VENDOR		
41236	EXPRESS POLL TABLE	M013195		10	7H	VENDOR	.....	.....	VENDOR		
41237	EXPRESS POLL TABLE	M013197		10	7H	VENDOR	.....	.....	VENDOR		
41238	EXPRESS POLL TABLE	M013264		10	7H	VENDOR	.....	.....	VENDOR		
41239	EXPRESS POLL TABLE	M013411		10	7H	VENDOR	.....	.....	VENDOR		
41240	EXPRESS POLL TABLE	M013415		10	7H	VENDOR	.....	.....	VENDOR		

AUTHORIZATION TO DISPOSE				INVENTORY CLERK INFORMATION		NOTES
SIGNED BY: DANNY KLEIN	DATE: 08/18/15	PRELIMINARY PRESENT TO BOS		NEW UNITS WERE RECEIVED AND THE ABOVE LISTED WERE PICKED UP AT THE SAME TIME. THEY ARE NOW IN THE POSITION OF VENDOR.		
PRINT NAME: SIGNATURE ON FILE		August 24, 2015				
DISPOSED BY: _____	DATE: _____	FINAL PRESENT TO BOS				
PRINT NAME: _____		DATE INVENTORY DISPOSED IN AS400				
INV CLERK: CHARMAINE MCCOOL	DATE: 08/18/15	DATE BOS FINAL MINS ATTACHED				
SIGNATURE ON FILE						









Supervisor Mark Gardner made the motion and Supervisor Lee Caldwell seconded the motion to approve the actions set forth in the Consent 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>ABSENT</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Michael Lee, Fifth District	<u>YES</u>

**See Exhibit F**

## **G. OLD BUSINESS**

### **Budget Discussions FY16**

County Administrator Vanessa Lynchard suggested starting on page 196 with the Road Department's Bridge Budget. County Road Manager Andy Swims pointed out the following items:

Page 197, there is a slight increase on County Engineer lines 406, 465, 466, 467

Page 202, will be completely removed from the budget

Page 204, NRCS Project, The revenue account will balance this. Supervisor Medlin noted that there was no actual amount and asked what was spent. Mr. Swims stated that no projects were approved last year, but several could get underway this year

Page 206, Craft Rd. overpass. One more payment to MDOT due.

Page 209 Drainage repair on private property, same amount as last year. Supervisor Medlin noted that we spent more than that last year. Mr. Swims stated that we certainly did, there must have been some wrong coding. CFO Andrea Freeze told Mr. Swims if he would let her department know, they could change the coding and get the figures for last year corrected. Mr. Swims said his office would check their bookkeeping and get those codes straight.

Page 209, Hacks Cross Road to Center Hill is new. There are MPO funds available for that.

Page 210, Hallum Estates Flooding was successful. There has been no more flooding there.

Page 211, Swinnea Rd. we are done with that.

Page 212, Nail Rd. Overlay will be \$550,000.00 overall. The City of Horn Lake is paying most of that. We are paying 10% which comes to \$55,000.00.

Page 213, Stateline Rd. Box. We are splitting this with City of Olive Branch and our part is \$64,000.00. That should be contractual purposes and some engineering. Mrs. Lynchard noted this will be paid out of allocation, so the code may change.

Supervisor Medlin asked that the Board look at Bridge and Culvert allocations. He questioned the part-time employees, line 440. Mr. Swims stated that line might come out. The County is having trouble finding heavy equipment operators. Some people have shown interest in working part-time. One man, in particular, is in his 60's and can work part time. He stated that he is not sure yet how that is going to work. He kept the line in the budget, just in case.

Page 215, Some line items dropped

Page 216, There were decreases in Chemicals, Horticultural Supplies, & Crushed Limestone. There was an overall increase.

Page 217, Line 681, That amount does not need to go down. We must have moved some money from somewhere during the year. It needs to stay at \$57,083.00. CFO Andrea Freeze said that the heading says beginning, but it is actually revised. They have talked with Tim at the software company to try to get actual amounts and show revisions, but he said our software will not accommodate that. Mr. Swims stated that he wanted the amount to stay at the increased amount. Supervisor Medlin said he would like for the budget sheet to show the beginning balance.

Page 217, Line 916, No increase on that line. We can stay with the \$537,000.00. The Road Department spent \$237,000.00 on that line.

Furniture & Office Equipment dropped. There's almost \$50,000.00 in both accounts for radio replacements. Prices are coming down. We will not get rid of anything we can use. We are replacing what we currently have and may look at the option to just use handhelds and not fixed mobiles. Supervisor Medlin asked if there was some for this in the Road Fund. Mr. Swims stated yes, and they both are right at \$100,00.00. Supervisor Gardner asked if the radios had to be replaced to be P25 compliant. Mr. Swims said he thought we did to communicate with the Sheriff's Office. He also said they are looking into it to see if only the Superintendents, Asst. Road Manager, and Road Manager will need new ones. Supervisor Gardner asked if the current system will become obsolete by the spring. He understood that a trial period for November and December would let both systems work, but by spring anything on the old system will not work. Supervisor Lee Caldwell stated that all workers would not need to be compliant. They can still talk with each other, just not the Sheriff's Dept. She also questioned if the new radios would communicate with the old radios. Mr. Swims said they will gather more information on that so no one would have to carry two radios.

County Administrator Vanessa Lynchard stated that she had talked to Constable Bobby Holloway and asked him to talk with E911 and he reported they have to be P25 compliant. The last quote to upgrade was \$2700 per radio. Supervisor Caldwell said we really need to meet and talk about that. Supervisor Gardner said he spoke with Constable Holloway over the weekend and the constables only have handheld radios that were given them by EMA and they are not upgradable. Supervisor Medlin stated that he wanted Mr. Swims to check on this and be sure we do not spend more than necessary. Mr. Swims stated that we could sell the current radios and generate a little money.

Page 221, County Administrator Vanessa Lynchard said the function of the Stormwater Advisory Board is more about compliance than anything else. The County and each city have individual contracts with Neel Schaffer to give a unified approach to stormwater compliance.

Page 222, Mrs. Lynchard stated that you allocate dollars to legal services. Mr. Swims noted that on Page 197, there was a designation out of Scott Young's fund to Neel Schaffer.

Page 224, State Aid Road Fund. County Administrator Vanessa Lynchard stated that State Aid projects have traditionally been funded through the General Fund, but some things are not reimbursable; such as right of way. In the past we have done an interfund loan from the general fund. As projects are reimbursed it is hard to track. Now these projects will be under 170 fund with different project numbers. This will take coordination between Accounting, Road Department and Tracy Huffman to make this happen, but you will now be able to see non-reimbursed costs and how those projects play out to the end. Supervisor Medlin stated that he would like to know on January 1<sup>st</sup> what we are to be allotted from State Aid.

Supervisor Mark Gardner made the motion and Supervisor Jessie Medlin seconded the motion to break for lunch. Supervisor Medlin requested everyone to be back in 20 minutes.

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

Supervisor Jessie Medlin called the meeting back to order after a short lunch break.

Page 9, Tax Collector. County Administrator Vanessa Lynchard pointed out a \$10,000.00 increase on this page and in fund 108 on Page 161. The Tax Collector had several people get certified which came out of his budget and the 108 fund on page 161. This is the money that comes from the extra .50 (fifty cents) on car tags. He allows it to be used for this purpose. From fund 108 on page 152, personnel items will be 108-152-500 and remain IT. The money has been in IT. His additional raises to accommodate certifications are reflected on page 9 with a \$10,000 increase. They have had a problem with their online payment system and the only way to fix it is to upgrade their website with a cost of \$3300.00. All of that has been incorporated by moving money around. IT has taken the 400 numbers and absorbed them into their budget expenses. Joey Treadway has figured out retirement with Human Resources . We will double check that amount to be sure there are no problems. Mr. Treadway feels that the certifications will make his department run smoother with fewer mistakes.

Page 10, County Property/Liability. County Administrator Vanessa Lynchard stated that we need to analyze why money has not reduced even though insurance claims have reduced. Lines 598-599 will remain the same. We took \$3,000.00 and moved into risk management training. We will continue to look at numbers and be sure that claims do not go up.

Page 11, Planning Commission. There is an extra \$7,700.00 for group insurance. When Ted was here, he did not have insurance so that had to be added back in. There are also consulting fees.

Supervisor Medlin asked if Planning Commission was able to take care of building inspections in house. Mrs. Lynchard said before the budget was done, they were thinking we would have to do something about code and building inspections and Randy said they were fine right now. Supervisor Medlin wants them out there when they are supposed to be and looking at things well. Mrs. Lynchard said that Director Bennie Hopkins says they are taking some of that on and it is working good.

Supervisor Medlin also asked about getting the comprehensive plan updated. Board Attorney Tony Nowak stated that the comprehensive plan and zoning ordinances needed to be updated because they don't match. Supervisor Mark Gardner asked when they were last updated and Mr. Nowak said the comprehensive plan was updated about 10 years ago and the zoning ordinance has had several piecemeal changes over the years. Mrs. Lynchard noted that we have gotten a quote on a rewrite and \$25,000.00 will cover the comprehensive plan rewrite.

Page 14, GIS. These budget changes are results of department changes.

Page 15, Line 111, Postage is courier money, not post office.

Page 16, 120, Administrative services and procurement. \$1200 for overtime. Mrs. Lynchard stated that we don't intend to use this and use comp time instead, but we left it in there. She also pointed out to the Board that they save this County so much money by allowing the on-call employees. It is a great help.

Page 17, 401, decrease because Andrea Freeze is not making what Tom Arnold did.

Page 18, Board Attorney. \$200 reduction. Board appointed attorneys is in there if we need it. Tony's firm does as much as possible to keep that cost down. Supervisor Medlin asked why Butler Snow was not showing on this list. Stephanie Hanks, Accounting Office Manager, stated that they were paid out of another project line item.

Page 20, Human Resources. \$11.00 reduction

Page 21, Facilities Management – Robert Jarman, Director, asked to carry over \$20,000.00. The Archives and History inspection made last minute changes to his budget. He also asked for \$10,000.00 because he is concerned about losing his workers. We removed \$53,000.00 for fire departments.

Page 22, Line 901, Capital Improvement carry over. Supervisors Medlin & Caldwell said they needed more information on the trucks Facilities is requesting.

Page 23, 152, IT. There are regular telephone service increases on 502 & 503. They have added 16 cell phones: 2 in planning, 3 in Environmental Services, 10 at Sheriff's Department and one more. Administrative costs changed because John Mitchell got a raise during the year when IT took in GIS. This department also needs to buy 3 new San storage devices. One is not being supported, and the others will not be supported next year. Supervisor Lee asked why all the cell phones came out of IT budget. Mrs. Lynchard said it makes tracking easier.

Page 26, Circuit Court – already gone over 102 & 161 together

Page 27, County Court – Judge Couch & Judge Wilson will come to talk with you about this.

Page 31, 32, 33, 34 – No changes to speak of.

Page 35, Coroner. Increased salary for Administrative Assistant; and Assistant Coroner requested \$200 in furniture.

Page 36, District Attorney. Attorneys are paid by statute according to tenure (or they get raises base on everyone else getting one), and he has one that is about to go up. One person was taken off county insurance and put on state insurance. They increased the budget by \$420 trying to true up.

Page 37, County Prosecutor. No change.

Page 38, Public Defender. The only thing is Judge Wilson feels like they need an additional public defender and prosecutor. Possible to do this through Ole Miss's student prosecutor program.

Page 39, Victims Witness Coordinator, 173-400. Supplemental money for John Champion is \$378.00 per pay period. Judicial order says DeSoto County pays 63% for the district, but there is an offset. Line 476 increases from judicial order. Every year the county buys a new computer. Supervisor Lee Caldwell recommended we stop doing that every year. Board Attorney Tony Nowak stated if this was a court order, it must be followed or appealed to the next court up.

Page 39, Vista Americorps Grant – Judge Wilson had for ankle bracelets.

Page 41, Justice Court Judges. No change.

Page 42, Fees and services. Transcript for Circuit Court.

Page 43, Election Commission. Line 643, to build out part of their facility for climate-controlled room to store electronic poll books. \$2500.00 was put in Facilities Management budget for this. Line 533 was in another budget so it was removed. The 924 line was for new scanners, but they have now been okayed to lease purchase those scanners. The cities are billed for a portion of the maintenance contract.

Page 46, Community Development Grant carryover to FY16 and reapply when grant is up. This is for Youth Court mentoring programs.

Page 48. Sheriff asked to carry over monies. There was a motion and vote on this. See E.6. for motion.

Page 62, EMS, line 404 was underfunded and needed to increase to true up. Infection Control, line 552, increase of \$2500.00. A grant has been covering Medics' vaccinations and it is gone so this money will cover that. Supervisor Medlin asked what the \$46,000.00 went to. Mrs. Lynchard said that was Dr. Washington. Line 609 is requested for training materials.

Line 915, Money for municipal ambulances. The interlocal agreement says this is the year to supply ambulances. Each city would like to turn in an older one. The County ambulance cost \$109,000.00, so refurbished would probably be less. Mrs. Lynchard recommends the Board consider an arrangement that continues the interlocal and also allows cities to have the one ambulance required. She also asked the Board to authorize Mr. Nowak to research the County's authority to do something with the 2<sup>nd</sup> ambulances the cities have and see if we can sell them to the cities and give them the new ones. Supervisor Gardner stated that the modular ambulances can be refurbished and put on a new chassis and comply.

## H. NEW BUSINESS

### 1. Tax Collector: Voided Tax Sales

Tax Collector Joey Treadway stated that this property was included in a bankruptcy and was not caught until records were being reviewed for the tax sale. Supervisor Mark Gardner asked was the land protected by bankruptcy and where 7563 Highway 51 North, Southaven was located. Mr. Treadway stated that it was somewhere close to the pawn shop on Hwy. 51. Board Attorney Tony Nowak stated that there were other DeSoto County properties on the list owned by the same person and asked if this was the only one that got in the tax sale. Mr. Treadway affirmed this was the only property in the tax sale; and requested for the sale to be voided and a refund made to the tax sale purchaser.

Supervisor Jessie Medlin made the motion and Supervisor Lee Caldwell seconded the motion to set aside the prior tax sale for this property, to remove the property from the 2015 tax sale and to approve refunding the money received from the tax sale purchase for prior tax sales.

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

See Exhibit H.1

### 2. Workers Compensation Quote

County Administrator Vanessa Lynchard asked that this be held over to allow the Insurance Committee to have negotiations with the company and bring a recommendation to present to the Board at a later date.

Supervisor Jessie Medlin made the motion and Supervisor Mark Gardner seconded the motion to hold over the Workers Compensation Quote to the September 8<sup>th</sup> meeting.

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

See Exhibit H.2.

### 3. Contract Administration: Amendment to the Inmate Phone Service Contract for New Equipment to the New Phase of the Jail. Securus is Requesting to Extend Contract for Three Years to Cover the Cost of Equipment

Sheriff Bill Rasco stated that Securus wanted to extend their contract past his term and that is not

allowed. The Sheriff's Department wants to move equipment from the old jail to the new facility. Supervisor Mark Gardner asked if the cost of equipment is \$10,000.00. Sheriff Rasco clarified that Securus will furnish equipment. The cost is to move from the present location to another location. Mr. Nowak noted that Securus pays the cost and the County will only be liable for the costs, prorated, if the contract is terminated early.

Supervisor Mark Gardner made the motion and Supervisor Lee Caldwell seconded the motion to accept the amendment to extend the Securus inmate phone service contract for three years, as presented..

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

**See Exhibit H.3**

#### **4. Human Resources: Flu Shot Recommendation**

Human Resources Director Janna Rogers brought the recommendation to offer flu shots on site for the Board's consideration and approval. Director Rogers reported the most cost effective bid is from Methodist HealthCare, with Super D being the next lowest. We had good participation from interested vendors. Employees will pay nothing; the county will pay out of the 501 budget line under health care. Flu shots are covered with in-network providers if employees prefer to go get shots at another time, but the county will offer them at Justice Court in Southaven, Tax Collector's Office in Olive Branch, Road Department in Nesbit, and Administration Building in Hernando. The dates will be in mid October. Employees can bring a family member to receive a flu shot for \$18. Director Rogers stated that we have had good attendance in years past with as many as 200. The last couple of years there was negative media attention regarding contaminated vaccines which reduced the numbers, but last year 161 vaccinations were administered. Supervisor Mark Gardner asked where someone could go for flu shots if they could not make it. Director Rogers stated that any pharmacy will give shots under Humana. County Administrator Vanessa Lynchard asked Director Rogers to explain the difference if an employee and dependent chose to come here. Director Rogers explained that the cost of the shot is \$18. If taken here, we will take the dollars out of the 501 line item. If we are billed through Humana, they reimburse \$25.00, so on-site is more economical. Supervisor Mark Gardner observed that last year we could go to Funderburk's Pharmacy for the same price after the on-site shots. County Administrator Vanessa Lynchard stated that last year we had an open window for a certain time that would fall under the same Purchase Order. Director Rogers said the vaccines would cost more off-site. There is no copay at the doctor's office because it is preventative. She also stated that most vendors do not carry pediatric doses and recommend they get theirs at a doctor's office. Supervisor Lee Caldwell asked if dependents could go to a pharmacy and not pay a copay. Director Rogers affirmed. Supervisor Jessie Medlin asked about shingles shots. Director Rogers stated that is a touchy subject. The county goes by CDC guidelines which state if you are 60 and over, and had chicken pox, it is covered in network. There are 2 places you can go; Take Care Clinics in Walgreens located at Bullfrog Corner and on Getwell. If you are under 60, the shingles vaccine is not covered even though Walgreens will recommend you have it.

Supervisor Jessie Medlin made the motion and Supervisor Lee Caldwell seconded the motion to accept the bid from Methodist HealthCare to come on-site and administer flu vaccines at a cost of \$18 per employee and the cost come from line 501 in the healthcare 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>ABSENT</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>

Supervisor Michael Lee, Fifth District YES

Supervisor Jessie Medlin asked what the date would be. Director Rogers stated that Human Resources will get out a flier and if they find out about another opportunity to receive the vaccines at no cost, they will let County employees know.

**See Exhibit H.4**

## **5. Office of Procurement**

### **a. Annual Bids Under Advisement**

**1) Slurry, Micro & Scrub Seal** - Procurement Coordinator Shelia Morris said this bid for the Road Department is a one vendor bid by Vance Brothers. She pointed out there is a decrease this year of 2.21% and asked the Board to approve awarding the FY16 bid to Vance Brothers as the lowest and best qualified bid.

Supervisor Lee Caldwell made the motion and Supervisor Mark Gardner seconded the motion to approve awarding the Slurry, Micro & Scrub Seal bid for FY16 to Vance Brothers as the lowest and best qualified bid.

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

**See Exhibit H.5.a.1.**

**2) Galvanized and Aluminized Culverts** – Procurement Coordinator Shelia Morris said this bid for the Road Department is a one vendor bid; G & O Supply, who is also the current vendor. Supervisor Jessie Medlin asked if G & O had a place in Byhalia. Road Manager Andy Swims said yes they do and most of what we get comes from there. Supervisor Mark Gardner noted that we had multiple bids on this in the past. Ms. Morris stated that we had, but G & O was the only bid this year. The recommendation is to award the Galvanized and Aluminized Culvert FY16 bid to G & O Supply as the lowest and best qualified bid.

Supervisor Lee Caldwell made the motion and Supervisor Michael Lee seconded the motion to award the Galvanized and Aluminized Culvert FY16 bid to G & O Supply as the lowest and best qualified bid.

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

**See Exhibit H.5.a.2.**

**3) Ready Mix Concrete** -- Procurement Coordinator Shelia Morris explained that the Ready Mix Concrete bid had been removed for further examination.

**4) Cement Treated Base** – Procurement Coordinator Shelia Morris said this bid for the

Road Department had two vendors to submit bids; APAC and Metro Materials. There is a 2% increase in pricing. The recommendation is to award the FY16 bid to APAC as the lowest and best qualified bid with Metro Materials as alternate.

Supervisor Jessie Medlin made the motion and Supervisor Lee Caldwell seconded the motion to award the Cement Treated Base FY16 bid to APAC as the lowest and best qualified bid with Metro Materials as alternate.

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

**See Exhibits H.5.a.4.**

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

### **a. Inventory Dispositions: Preliminary**

1) Animal Shelter – Inventory Clerk Char McCool stated that the Animal Shelter had a broken Canon PowerShot camera that would cost more to repair than replace. She requested approval of the inventory disposition of the Canon PowerShot camera.

Supervisor Mark Gardner made the motion and Supervisor Lee Caldwell seconded the motion to approve the inventory disposition of the Canon PowerShot camera from the Animal Shelter’s inventory.

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

**See Exhibit H.6.a.1.**

### **b. Grant Administration: Approval to Apply for MS Department of Archives and History Courthouse Door Grant**

Grant Administrator Melissa Zizmann requested approval to apply again for a MS Department of Archives and History Grant for repair/replacement of the courthouse doors. Facilities Manager Robert Jarman is working to revamp the doors that are in need of much repair. Supervisor Jessie Medlin asked if the amount of \$80,000 on the proposal was correct. Mrs. Zizmann stated it was not and she will get a corrected copy of the proposal to submit for the minutes. She stated that the correct amounts were to apply for a \$62,000.00 grant over a 2-year period. The County’s 20% match required amount will be \$12,400.00 which will come from Facilities Maintenance Budget. Supervisor Mark Gardner asked if this would cover all the doors. Mrs. Zizmann said this was not for all, just those in the worst condition. She further stated that Mr. Jarman plans on refurbishing or replacing the front, north, and south doors that the public use if the Board approves applying for the grant.

Supervisor Lee Caldwell made the motion and Supervisor Mark Gardner seconded the motion to approve Grant Administrator to apply for the MS Department of Archives and History grant in the amount of \$62,000.00 with a \$12,400.00 financial obligation from the Facilities Management Budget and to approve the Board President to sign required paperwork in order to move forward in the funding process.

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

**See Exhibit H.6.b.**

**c. Supplemental Claims Docket**

Chief Financial Officer Andrea Freeze presented the claims docket to the Board. Mrs. Freeze read the items on the claims docket individually and the Board discussed these items.

**Supervisor Lee Caldwell asked about the following claims:**

Page 14. Siemens, \$15,697.25. Mrs. Freeze presented the invoice showing 2 maintenance payments covering May 2015 to August 2015.

Page 28. Progressive Technologies – Supervisor Caldwell asked where cameras were installed. IT Director John Mitchell stated that there were about 22 security cameras installed in and around the Administration Building; in each hallway, rotunda, stairwells, and parking lot.

**Supervisor Jessie Medlin asked about the following claims:**

Page 7. Susan Jeffcoat, \$3579.82. Mrs. Freeze presented the copy of a claim from Moore’s Body Shop in Batesville showing repairs made to Ms. Jeffcoat’s car. Sheriff Bill Rasco stated that Officer Hodge, SID, was in Batesville for training and rear ended the car at a stop sign. Officer Hodge drives a pickup truck and just the bumper was damaged on his vehicle.

Page 59. Rescue Unit paid taxes on something they bought in TN. Sheriff Bill Rasco stated that they make purchases in Mississippi if possible, and he will make sure they are checking to be sure there are no vendors in Mississippi before purchasing.

Page 87. American Tire. He asked Road Manager Andy Swims if they are checking prices on these \$800 tires. Mr. Swims said they do check prices from time to time, but American Tire keeps these particular tires in stock and sometimes if a tractor is down there is an issue with time to get it up and running. Supervisor Medlin said he would like for them to call the Co-op or someone else to see if we can save some money. Mr. Swims said that American Tire knows that we will check prices and they work with us to keep prices down. Supervisor Medlin reiterated that he would like the Road Department to check with other vendors sometimes. Sheriff Bill Rasco asked how someone got to be a vendor with DeSoto County. County Administrator Vanessa Lynchard stated that they needed to contact purchasing or accounting. They have to fill out paperwork and turn in their tax id number. If a department collects quotes, all vendors may not get to quote; if procurement collects quotes, they check all vendors. Accounting Office Manager Stephanie Hanks told Sheriff Rasco that Donna has that paperwork. Supervisor Medlin commented that if vendors know they will get business, they can get lax.

**Supervisor Michael Lee asked about the following claims:**

Page 42: Celebrite USA. \$3098.99. Mrs. Hanks produced the invoice that showed this was for forensics software. Sheriff Rasco stated this was for breaking code and tracking cell phones.

Page 42: Hollotec. John Busby. Sheriff Rasco stated that he is a sniper and training officer at the shooting range. This was a school he attended.

Page 78: City of Oxford. The invoice showed that this was payment for training. County Administrator Vanessa Lynchard stated that we were paid from a grant and we pay the City of Oxford back their part.

**Supervisor Mark Gardner asked about the following claims:**

Page 2: \$5.00 to Circuit Court for cleanup. Board Attorney Tony Nowak stated this is the amount of a recording fee for the property cleanup order on Jaybird Road.

Page 6: Great America Leasing for Tax Collector. Stephanie Hanks said this is a mailing machine, folder, stuffer they lease.

Page 14: Larry Woods Green Team. \$700.00. County Administrator Vanessa Lynchard stated that this is outside of the cleaning contract, but he waxed the floors at the courthouse. Supervisor Gardner asked if he owned the franchise for the cleaning contract and we hire him outside that? Mrs. Lynchard affirmed.

Page 38: Election Commission. Supervisor Gardner wanted to know why some are paid more than others. Stephanie Hanks answered that poll managers make more. In Board discussion, it was noted that distance traveled or one poll manager rather than two could be factors in the rate of pay.

Page 42: Kyle Hodge, \$3000.00 Reimbursement. Stephanie Hanks stated that is tuition reimbursement.

Page 59: Life Jackets for children. Sheriff Rasco stated that Search & Rescue felt they needed to have children's life jackets in the boat for rescue operations involving families.

Page 75: Melinda Chamberlain trip. Who does she work for? Stephanie Hanks stated that Ms. Chamberlain works for Craig Sheley in drug court and they qualify for reimbursement.

Page 98: Murphy & Sons. Where are we on the total contract and are they on track with what we are paying them? Sheriff Rasco stated they are on track and nearing completion. Supervisor Gardner said he would like to go tour the progress. Comptroller Andrea Freeze noted that the amount left to pay is \$770,000.00. Sheriff Rasco stated that the beds are in and the facility is looking good.

Pages 43 – 47: Uniforms from CMS. Supervisor Gardner asked the Sheriff had he hired quite a few new officers and if they were getting all their uniforms. Sheriff Rasco affirmed.

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 Mark Gardner seconded the motion to authorize the Chancery Clerk to pay the bills as presented by the Chief Financial Officer with the exception of Upchurch Services on Page 11.

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

Supervisor Mark Gardner recused himself and Supervisor Lee Caldwell made the motion and Supervisor Michael Lee seconded the motion to authorize the Chancery Clerk to pay the bill for Upchurch Services on Page 11 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>RECUSED</u>
Supervisor Bill Russell, Third District	<u>ABSENT</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Michael Lee, Fifth District	<u>YES</u>

**See Exhibit H.6.c.**

## 7. Road Department

### a. Finding of Fact – 13230 Sandbourne South

Road Manager Andy Swims stated this is in the back of the subdivision and there are sinkholes around the storm drain pipes at the inlet and along the pipes. The estimated cost of repairs is \$5,156.00.

Supervisor Jessie Medlin asked if the inlet was in a backyard. Mr. Swims said it is, but we try to get them not to put them on property lines so the fence does not get on it, but this one is right on top of it.

Supervisor Lee Caldwell asked if the Road Manager could work with Randy in the Planning Department to help this not happen in the future. Mr. Swims said he could, but a lot of people put up a fence and obstruct the storm water flow. Homeowners can compensate by modifying the fence but they do not always choose to do that.

Supervisor Jessie Medlin commented that there could be a pipe separation causing the problem, not the fence. He also wanted to know if there was a way to not have these in backyards because there will always be problems. Mr. Swims answered that it all depends on the lay of the land. Supervisor Medlin also noted that there are lots of problems in Braybourne. He said there is a different developer on the east side and things are better.

Supervisor Mark Gardner asked what was the finding of fact. Mr. Swims stated that the underground drain collapses, pipes separate, silt material gets in, system clogs, and causes the whole system not to function. Supervisor Gardner asked if the system was not draining if that created a hazard on private property. Mr. Swims stated that it did and the impact on the entire system created a public hazard.

### b. Finding of Fact – 6183 Sandbourne East

Road Manager Andy Swims presented the pictures and facts on this address stating estimated cost of repairs to be \$3,988.00. He stated that this problem had just started and we are trying to fix it before it becomes a bigger problem. We can be hit with major repairs and excavation if left alone.

### c. Finding of Fact – 13251 Braybourne Pkwy

Road Manager Andy Swims presented the pictures and facts on this address stating estimated cost of repairs to be \$6,063.00. He also stated this is a big project.

### d. Finding of Fact – 6197 Braybourne Main

Road Manager Andy Swims presented the pictures and facts on this address stating estimated cost of repairs to be \$6,075.00. He stated this was also a big project. Supervisor Jessie Medlin asked what we are going to do in the future to repair sidewalks. He stated that the homeowners associations mandate the sidewalks but do not put monies in for repairs. Board Attorney Tony Nowak stated that we will have to deal with each situation individually as they come up. Some are in the right of way, some are not. Supervisor Medlin stated that some developers say they cannot put sidewalks in people's yards, but they can and the walks look good. He noted that instead of a curb and gutter in Center Hill, they have an open ditch on one side and sidewalks on the other. Supervisor Lee Caldwell added that residents in Dickens Place have complained about not having sidewalks.

Supervisor Mark Gardner made the motion and Supervisor Jessie Medlin seconded the motion that based on the finding of facts that the health and public safety at all these addresses, set forth in items a-d, is at stake, due to the fact the conditions could lead to the entire drainage systems malfunctioning, as presented, the Board authorizes the repairs to 13230 Sandbourne South, 6183 Sandbourne East, 13251 Braybourne Pkwy, and 6197 Braybourne Main.

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

Supervisor Mark Gardner added that this is not just a person's back yard; if this work is not done this whole storm drainage system would have to be repaired.

See Exhibits 7.a-d.

**8. Chancery Court Clerk: 2015 Homestead Deletion Report, Board President Signature**

Chancery Court Clerk Sluggo Davis presented the deletion list that the Board accepts once a year and the Board President signs. County Administrator Vanessa Lynchard stated that as the Chancery Clerk's office works toward perfecting the deletion list, the tax rolls change. Mr. Davis stated that this list is partially made up of homeowners that did not respond to letters his office sent out regarding homestead.

Supervisor Lee Caldwell made the motion and Supervisor Michael Lee seconded the motion to accept the 2015 Homestead Deletion Report and authorize the Board Vice President to sign the report as requested by the Chancery Clerk.

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

See Exhibit H.8

**I. PLANNING COMMISSION**



**DESOTO COUNTY BOARD OF SUPERVISORS  
PLANNING AGENDA  
ORDER OF ITEMS**

**August 24, 2015**

**1. CONSENT**

- a. **Cody 3 Lot Subd. (7004) - Application is for minor lot subdivision approval of one (1) lot on 2.58 acre(s), one (1) lot on 6.86 acre(s) and one (1) lot on 9.10 acre(s) identified as Parcel(s) #2-08-4-19-00-0-00017-00 and #2-08-4-19-00-0-00017-02. Subject property is located on the west side of Fogg Road and south of Sportsman Drive in Section 19, Township 2, Range 8 and is zoned Agricultural-Residential (A-R). (District 4)  
Applicant: Tony & Denise Hardin**
- b. **Bearden Minor Lot (7006) - Application is for minor lot subdivision approval of one (1) lot on 2.09 acre(s) and one (1) lot on 7.92 acre(s) identified as Parcel(s) #2-07-6-13-00-0-00004-00. Subject property is located on the east side of Pleasant Hill Road and south of College Road in Section 13, Township 2, Range 7 and is zoned Agricultural-Residential (A-R). (District 5)  
Applicant: Gay Bearden**

- c. **Ricky Odom Subd. - 1<sup>st</sup> Revision (7007) - Application is for minor lot subdivision approval of one (1) lot on 2.09 acre(s), one (1) lot on 1.83 acre(s), one (1) lot on 1.82 acre(s), and one (1) lot on 5.26 acre(s) identified as Parcel(s) #2-09-6-14-00-0-00002-01. Subject property is located on the south side of Austin Road and west of Marshall Farms Drive in Section 14, Township 2, Range 9 and is zoned Agricultural-Residential (A-R). (District 4)  
Applicant: Marshall Odom**
- d. **Murray Hasslip Minor Lot (7009) - Application is for minor lot subdivision approval of one (1) lot on 3.3 acre(s) identified as Parcel(s) #3-06-3-07-00-0-00003-02. 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)  
Applicant: Jason Williams**
- e. **Queen’s Court Minor Lot (7010) - Application is for minor lot subdivision approval of one (1) lot on 1.5 acre(s) identified as Parcel(s) #3-08-6-14-00-0-00007-02. Subject property is located on the west side of Scott Road and south of Hwy 304 in Section 14, Township 3, Range 8 and is zoned Agricultural (A). (District 5)  
Applicant: Henriet F. Jones Living Trust**
- f. **John Daniels Minor Lot (7011) - Application is for minor lot subdivision approval of one (1) lot on 2.0 acre(s) identified as Parcel(s) #4-08-1-12-00-0-00018-01. Subject property is located on the north side of Wheeler Road and west of Hwy 51 in Section 12, Township 4, Range 8 and is zoned Agricultural (A). (District 5)  
Applicant: John Daniels**

Mr. Hopkins presented the Consent Agenda and stated the applications conform to the DeSoto County Subdivision Ordinance and that staff does recommend approval of the consent agenda.

Supervisor Caldwell made a Motion to approve the Consent Agenda as presented. 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>ABSENT</u>
FOURTH DISTRICT SUPERVISOR, LEE CALDWELL	<u>YES</u>
FIFTH DISTRICT SUPERVISOR, MICHAEL LEE	<u>YES</u>

**2. OTHER**

- a. **Refund Request – Deljuan Robinson – Variance and Conditional Use application fees**

Mr. Hopkins presented the request for refund of Variance Conditional Use application fees of \$200.00 by Deljuan Robinson.

Supervisor Lee made a Motion to approve the request for refund of Variance Conditional Use application fees of \$200.00 by Deljuan Robinson. Supervisor Caldwell seconded the Motion.

**THE FOLLOWING ACTION WAS TAKEN ON THIS MATTER:**

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

YES  
YES  
ABSENT  
YES  
YES

**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 and Supervisor Michael Lee seconded the motion to adjourn the Board meeting until August 27, 2015 at 3 p.m.

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

This the 24<sup>th</sup> day of August, 2015, these minutes have been read and approved by the DeSoto County Board of Supervisors.

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Jessie Medlin, Vice President  
DeSoto County Board of Supervisors