

DESOTO COUNTY BOARD OF SUPERVISORS

BOARD MEETING MINUTES

DISTRICT ONE JESSIE MEDLIN, PRESIDING

February 01, 2016

A. CALL TO ORDER

The February 1, 2016 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 Michael Lee	District 5
Sheriff Bill Rasco	Sheriff
Misty Heffner	Chancery Clerk
Vanessa Lynchard	County Administrator
Tony Nowak	Board Attorney

B. INVOCATION

Supervisor Lee Caldwell gave the invocation.

C. PLEDGE OF ALLEGIANCE

D. APPROVAL OF JANUARY MINUTES AND DECEMBER 21 PLANNING MINUTES

Supervisor Jessie Medlin asked Road Manager Andy Swims to give a correction to the Clerk regarding the wording on the Road Condition List in New Business (H.10.a.) to read “all roads and bridges in the County”.

Supervisor Lee Caldwell made the motion and Supervisor Mark Gardner seconded the motion to accept the minutes of the Board of Supervisors for January, 2016 and the Planning Minutes for December 21, 2015, as presented this date with changes to the draft minutes submitted by Supervisor Medlin & Mr. Swims. The motion included approving all minutes as presented with those changes pursuant to Section 19-3-27 of the Mississippi Code of 1972, annotated.

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 Michael Lee, Fifth District	<u>YES</u>

See Exhibit D

E. 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 requested to discuss the PIO (Public Information Officer) position and responsibilities. (Old, H.12.)**
- 2. Supervisor Mark Gardner requested to add authorization to travel for anyone interested in going to the NACO meeting in Washington Feb. 20 – 24. (New, I.12.)**
- 3. Supervisor Michael Lee requested to hear an update on Holly Springs Rd. and Jaybird Rd. from Road Manager Andy Swims. (Old, H.11.)**
- 4. Director of Procurement and Administrative Services Pat McLeod requested to add a potential Sole Source Purchase for the Sheriff’s Department. (New, I.13.)**

County Administrator Vanessa Lynchard requested adding the following:

- 5. Grants Administration – Close Out 2015 Youth Court Justice Assistance Grant (New, I.14.a.)**
- 6. Grants Administration – Accept MS Justice Assistance Grant (New, I.14.b.)**
- 7. Contract Administration – Approve Audit Contract and Authorize Board President to Sign (New, I.15.)**
- 8. Request to consider for Executive Session – Personnel**
 - **Department of Road Management (2) (Executive, K.1.c.)**
 - **Administration (Executive, K.1.d.)**
 - **Animal Shelter (Executive, K.1.e.)**

Supervisor Bill Russell made the motion and Supervisor Mark Gardner seconded the motion to approve the Agenda with the additions and deletions set forth above.

The motion passed by a vote as follows:

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

F. CITIZENS REMARKS & PRESENTATIONS

a. First Tech Challenge Robotics Team – State Competition 2/26-2/27 & Regionals 3/9-3/11

The First Tech Challenge Robotics Team “Challenge Accepted” consisting of Nathan Rodgers, Jonathan Rodgers, Ella Douglas, and Skyler Smith presented their robot “Geoff” to the Board. They apologized for not being able to do a demonstration and cited “IT issues” as their reason, to the amusement of the Board, who also had been experiencing IT issues before the meeting. The DeSoto County Board of Supervisors logo is displayed prominently on the robot for the competition.

Supervisor Michael Lee made the motion and Supervisor Bill Russell seconded the motion to approve an allocation from Advertising County Resources of \$250 to the First Tech Challenge Robotics Team #7802; after having determined that the request to advertise county resources met the guidelines of the policy adopted by the Board of Supervisors, in accordance with Section 17-3-3, of the Mississippi Code of 1972, the Board of Supervisors did make a determination that the above request would advertise the resources and possibilities of DeSoto County and thereby advance the moral, financial and other interests of DeSoto County. The Board acknowledged the advertisement of County Resources by having the DeSoto County Board of Supervisors logo on the robot itself.

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 Michael Lee, Fifth District	<u>YES</u>

b. Nfusion Grant Update

Ms. Pat Sylvester, Nfusion Grant Principal Investigator and Ms. Connie Stewart, Director of NFusion Grant came before the Board to give an update on the progress of Nfusion. Ms. Sylvester stated that Ms. Stewart came to the County from Communicare and she is working hard and getting things done. Ms. Sylvester stated they are working with Dr. Peter Gamache and his team to make sure they are meeting deadlines and preparing reports correctly. Ms. Sylvester said that they have just finished their first quarter report. Ms. Stewart informed the Board that she is aggressively working on community agencies to be involved. She has contacted rehab facilities, the DeSoto County School District, ACT Career Center, WIN Job Center, and is always looking for others to contact. Ms. Stewart said she has promotional items ordered to continue to get the word out about Nfusion’s programs. She is currently working on a resource manual for the community and she hopes to have it done by the end of the month, at which time she will get copies to the Board. Ms. Stewart continued by saying she is working on a needs assessment to what the needs are that are lacking in mental health care and substance abuse care in the County. It has been distributed to youth and parents through other agencies. Nfusion hopes to start providing services beginning the first of March.

Supervisor Lee Caldwell asked if service would be provided in the building they are currently in. Ms. Stewart stated that most services will be out in the community with intensive out-patient groups meeting in the building. Supervisor Caldwell stated her concern that the building was not centrally located within the County. Ms. Stewart said she had informed the Regional Director of that concern, and Ms. Sylvester stated that client transportation will be provided.

Ms. Sylvester stated that her role as Principal Investigator is to make sure the finances are correct and to make sure reports are correct before they are turned in. She said that she keeps a watchful eye on the finances. Ms. Sylvester told the Board that she and Ms. Stewart share the office space when needed, but her duties do not require her to be in the office all the time.

Supervisor Bill Russell stated that he would like to have an organizational chart on the jobs at Nfusion and a description of what the program does. Both Ms. Sylvester and Ms. Stewart said they would be happy to provide the Board with that information. Ms. Sylvester said they do still have some positions to fill, but she confirmed that things are going along at a good pace.

Supervisor Jessie Medlin asked if anyone else from the public had comments that were not listed on the agenda. Mr. Mark Thomas asked for an update regarding microphones for the Board Room. Mr. Jarman stated that the parts are in but Facilities has not been able to get to that task just yet.

G. CONSENT AGENDA

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

- 1. Publication of Board Proceedings**
- 2. Dept. of Human Resources: Monthly Health Claims Report**

The following is a recap of all insurance claims funded for the month of January and paid to Humana:

Funding Request	Date Paid	Amount	Claim Type
Date			
1/1/16	1/1/16	\$84,046.61	Administration

			Fees
1/4/16	1/5/16	\$41,661.78	Medical
1/4/16	1/5/16	\$13,979.52	Pharmacy
1/11/16	1/13/16	\$50,437.07	Medical
1/11/16	1/13/16	\$5,605.00	Dental
1/11/16	1/12/16	\$23,055.80	Pharmacy
1/19/16	1/19/16	\$32,273.33	Medical
1/19/16	1/19/16	\$8,631.70	Dental
1/18/16	1/19/16	\$47,380.47	Pharmacy
1/25/16	1/26/16	\$50,470.87	Medical
1/25/16	1/26/16	\$9,379.20	Dental
1/25/16	1/26/16	\$28,300.03	Pharmacy
	TOTAL	\$401,051.23	

3. Office of Finance & Accounting

- a. **Budget Amendments – (Circuit Clerk, County Prosecutor, Facilities, Sheriff’s Admin Facility)**

**DeSoto County, Mississippi
BUDGET AMENDMENT REQUEST**

Fund/Department # 001 / 102 Updated 7/15
Date: 2/1/2016

(1) Circuit Clerk						
ACCT #	LINE ITEM	YEAR TO DATE EXPENSES	ADOPTED BUDGET	INCREASE	DECREASE	REVISED BUDGET
001-102-600	Record Books/Binders/Dockets	\$ 3,030.00	\$ 2,500.00	\$ 530.00		\$ 3,030.00
001-102-603	Office Supplies and Materials	\$ 1,356.99	\$ 4,500.00		\$ 530.00	\$ 3,970.00
TOTALS			\$ 7,000.00	\$ 530.00	\$ 530.00	\$ 7,000.00

Reason for Request: Court Binders for youth court and county court were intended to be paid from FY 2015 funds and vendor did not deliver in time.
(Show detailed justification)

Requested by: Dale Thompson

Fund/Department # 001 / 169 Updated 7/15
Date: 2/1/2016

(2) County Prosecutor						
ACCT #	LINE ITEM	YEAR TO DATE EXPENSES	ADOPTED BUDGET	INCREASE	DECREASE	REVISED BUDGET
001-169-418	Assistant County Prosecutor	\$ -	\$ -	\$ 18,186.00		\$ 18,186.00
001-169-465	State Retirement Matching	\$ 2,864.16	\$ 8,275.00	\$ 2,865.00		\$ 11,140.00
001-169-466	Social Security Matching	\$ 1,276.58	\$ 4,019.00	\$ 1,392.00		\$ 5,411.00
001-999-999	Ending Cash	\$ -	\$ 27,669,847.00		\$ 22,443.00	\$ 27,647,404.00
TOTALS			\$ 27,682,141.00	\$ 22,443.00	\$ 22,443.00	\$ 27,682,141.00

Reason for Request: To amend for Board approved Assistant County Prosecutor.
(Show detailed justification)

Requested by: Craig Treadway

Fund/Department # 001 / 151 Updated 7/15
Date: 2/1/2016

(3) Facilities Management						
ACCT #	LINE ITEM	YEAR TO DATE EXPENSES	ADOPTED BUDGET	INCREASE	DECREASE	REVISED BUDGET
001-151-540	Facilities Mgt Service Calls	\$ 61,401.22	\$ 142,346.00	\$ 20,290.00		\$ 162,636.00
001-151-564	Architect Fees	\$ -	\$ -	\$ 10,400.00		\$ 10,400.00
001-999-999	Ending Cash	\$ -	\$ 27,647,404.00		\$ 30,690.00	\$ 27,616,714.00
TOTALS			\$ 27,789,750.00	\$ 30,690.00	\$ 30,690.00	\$ 27,789,750.00

Reason for Request: To amend per Board approved projects.
(Show detailed justification)

Requested by: Bob Jarman

Fund/Department # 315 / 200 Updated 7/15
Date: 2/1/2016

(4) Sheriff Administration Facility Projects						
ACCT #	LINE ITEM	YEAR TO DATE EXPENSES	ADOPTED BUDGET	INCREASE	DECREASE	REVISED BUDGET
315-200-559	Other Professional Fees and Services	\$ 71,957.00	\$ 215,694.00		\$ 103,000.00	\$ 112,694.00
315-200-564	Architect Fees	\$ 741.03	\$ 649.00	\$ 100.00		\$ 749.00
315-200-920	Furniture/Office Equipment over \$5000	\$ -	\$ -	\$ 102,900.00		\$ 102,900.00
TOTALS			\$ 216,343.00	\$ 103,000.00	\$ 103,000.00	\$ 216,343.00

Reason for Request: To amend Sheriff administration project to account for furniture.
(Show detailed justification)

Requested by: Bob Jarman

b. Transfer of SID Forfeiture Funds

The following seized funds listed have been forfeited by court order to be transferred from the seized account to the forfeiture account. Please approve the transfer of the funds.

Case #	Defendant	Date Seized	Receipt #	Amount	Date of Forfeiture
2015-56630	Not required	11/24/2015	31390	625.00	1/25/2016
			TOTAL	\$625.00	

c. Final Inventory Dispositions (Road Department -2, Facilities)

DEPT	ROAD DEPT			NRC = NON REPAIRABLE (COST)	K = THOUSANDS		DEPT #:	300	
NAME:				NR = NON REPAIRABLE	H = HUNDREDS		LOC #:	300	
				DAS = DECLARE AS SURPLUS	D = DOLLARS				
ASSET #	DESCRIPTION	SERIAL #	ISSUE/REASON FOR DISPOSAL	Y R A C C O S T	LOCATION AT PRELIMINARY	PRELIMINARY APPROVAL DATE	DISPOSED OF BY	FINAL DISPOSAL LOCATION	DATE OF CORRECTION
30783	3/4" AIR IMPACT WRENCH	N/A	NRC = NON REPAIRABLE (COST)	00 1H	CNTRL MTNC	12/07/15	KEITH PEARSON	SCRAP METAL	
36051	DEWALT ELECTRIC DRILL	924821	NRC = NON REPAIRABLE (COST)	09 1H	CNTRL MTNC	12/07/15	KEITH PEARSON	WASTE CONNECTION	
41311	AIR OP POST DRIVER	90968	NRC = NON REPAIRABLE (COST)	00 1K	CNTRL MTNC	12/07/15	KEITH PEARSON	SCRAP METAL	
AUTHORIZATION TO DISPOSE				INVENTORY CLERK INFORMATION			NOTES		
SIGNED BY: <u>KIM NORTHCUTT</u> DATE: <u>11/12/15</u>				PRELIMINARY PRESENT TO BOS					
PRINT NAME: <u>SIGNATURE ON FILE</u>				December 7, 2015					
DISPOSED BY: <u>KEITH PEARSON / KIM NORTHCUTT</u> DATE: <u>01/26/16</u>				FINAL PRESENT TO BOS					
PRINT NAME: <u>SIGNATURE ON FILE</u>				February 1, 2016					
INV CLERK: <u>CHARMAINE MCCOOL</u> DATE: <u>11/13/15</u>				DATE INVENTORY DISPOSED IN AS400					
				DATE BOS FINAL MINS ATTACHED					
12/07/15 NB03				02/01/16 CT01					

DEPT	ROAD DEPT			NRC = NON REPAIRABLE (COST)	K = THOUSANDS		DEPT #:	300	
NAME:				NR = NON REPAIRABLE	H = HUNDREDS		LOC #:	300	
				DAS = DECLARE AS SURPLUS	D = DOLLARS				
ASSET #	DESCRIPTION	SERIAL #	ISSUE/REASON FOR DISPOSAL	Y R A C C O S T	LOCATION AT PRELIMINARY	PRELIMINARY APPROVAL DATE	DISPOSED OF BY	FINAL DISPOSAL LOCATION	DATE OF CORRECTION
1087	CHICAGO AIR WRENCH	96319A	NRC = NON REPAIRABLE (COST)	97 4H	CNTRL MTNC	12/07/15	KEITH PEARSON	SCRAP METAL	
AUTHORIZATION TO DISPOSE				INVENTORY CLERK INFORMATION			NOTES		
SIGNED BY: <u>KIM NORTHCUTT</u> DATE: <u>11/12/15</u>				PRELIMINARY PRESENT TO BOS					
PRINT NAME: <u>SIGNATURE ON FILE</u>				December 7, 2015					
DISPOSED BY: <u>KEITH PEARSON / KIM NORTHCUTT</u> DATE: <u>01/26/16</u>				FINAL PRESENT TO BOS					
PRINT NAME: <u>SIGNATURE ON FILE</u>				February 1, 2016					
INV CLERK: <u>CHARMAINE MCCOOL</u> DATE: <u>11/13/15</u>				DATE INVENTORY DISPOSED IN AS400					
				DATE BOS FINAL MINS ATTACHED					
12/07/15 NB04				02/01/16 CT02					

DEPT	FACILITY MANAGEMENT			NRC = NON REPAIRABLE (COST)	K = THOUSANDS		DEPT #:	151	
NAME:				NR = NON REPAIRABLE	H = HUNDREDS		LOC #:	121	
				DAS = DECLARE AS SURPLUS	D = DOLLARS				
ASSET #	DESCRIPTION	SERIAL #	ISSUE/REASON FOR DISPOSAL	Y R A C C O S T	LOCATION AT PRELIMINARY	PRELIMINARY APPROVAL DATE	DISPOSED OF BY	FINAL DISPOSAL LOCATION	DATE OF CORRECTION
30854	HP PHOTO SHOP CAMERA	MYBOAAZC 86	NRC = NON REPAIRABLE (COST)	01 3H	ACCT DEPT				
AUTHORIZATION TO DISPOSE				INVENTORY CLERK INFORMATION			NOTES		
SIGNED BY: <u>ROBERT JARMAN</u> DATE: <u>01/07/16</u>				PRELIMINARY PRESENT TO BOS					
PRINT NAME: <u>SIGNATURE ON FILE</u>				January 19, 2016					
DISPOSED BY: <u>SISSY FERGUSON / CM</u> DATE: <u>01/26/16</u>				FINAL PRESENT TO BOS					
PRINT NAME: <u>SIGNATURE ON FILE</u>				February 1, 2016					
INV CLERK: <u>CHARMAINE MCCOOL</u> DATE: <u>01/07/16</u>				DATE INVENTORY DISPOSED IN AS400					
				DATE BOS FINAL MINS ATTACHED					
01/19/16 NB05				02/01/16 CT03					

4. Office of Procurement

- a. Request to Accept and Approve Bid Specifications and Solicit Bids for County Depository Bid File #16-121-002
- b. Request to Approve Bid Specifications & Solicit Bids for Purchase of One or More Hydraulic Excavators Bid File #16-156-017

- c. Request to Approve RFP Specifications and Solicit Proposals for Consolidation and Update of DeSoto County Zoning Ordinance RFP 16-107-001

5. Road Department

- a. Road Report
- b. Road Bond Report
- c. Monthly Work Schedule

6. Facilities Management – Murphy & Sons Change Order – Authorize Board President to Sign

7. Contract Administration – Pioneer Credit Recovery – Circuit Clerk – Auto Renewal

8. Establish as Part of the Formal Record and Enter into the Board’s Minutes

- a. Judicial Order Appointing Part-Time Public Defender for Justice & Youth Court – David Delgado
- b. Judicial Order Appointing Part-Time Public Defender for Justice & Youth Court – Joe Carney
- c. Judicial Order Appointing Jury Commissioner – Jimmy Bearden
- d. Certificate of Department of Revenue Approving Real and Personal Assessment Rolls

9. Tax Assessor – Corrections to Land Roll

- a. Increase in Assessment
- b. Decrease in Assessment with Refund

Supervisor Bill Russell pointed out the cash balance from the insurance report. County Administrator Vanessa Lynchard said that the Insurance Committee has a meeting scheduled to talk about the insurance options to see where the County can go. She informed the Board that, in speaking to Lipscomb & Pitts, she did get good news that they anticipate a significant savings. Mrs. Lynchard also told the Board that when Human Resources pulls the numbers for their report, that they are a snapshot of that time. Human Resources Vickie Richmann stated that a deposit was made after this particular snapshot so the balance would have been up a good bit. Supervisor Mark Gardner stated that he would like to see the insurance numbers at month-end, after payroll is done. Mrs. Lynchard asked Mrs. Richmann if they could do that and Mrs. Richmann affirmed.

Supervisor Jessie Medlin asked if the Judicial Order for a part-time public defender was in answer to the Justice Court Request. Mrs. Lynchard stated it is not the new hire, it is a yearly Order.

Supervisor Mark Gardner made the motion and Supervisor Lee Caldwell seconded the motion to approve the items and actions presented 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>YES</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Michael Lee, Fifth District	<u>YES</u>

See Exhibit G

H. OLD BUSINESS

1. Grant Administration – E-Waste & Household Hazardous Waste Application Approval

Grant Administrator and PIO Tanner Kuntz was welcomed by the Board. Environmental Services Manager Ray Laughter came with Mr. Kuntz as he is familiar with the background of this grant. Mr. Laughter reminded the Board of the personnel changes at MDEQ and the delays in the grant approval process there. He stated that Aveleka Moore is the County’s new grant contact person at MDEQ. Mr. Laughter informed the Board that Mr. Kuntz is resubmitting the grant and MDEQ says it all looks good and should be done quickly.

Supervisor Lee Caldwell made the motion and Supervisor Michael Lee seconded the motion to approve the application for the E-Waste and Household Hazardous Waste Grant and authorize the Board President to sign.

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 Michael Lee, Fifth District	<u>YES</u>

See Exhibit H.1.

2. Planning Commission

County Administrator Vanessa Lynchard reminded the Board that they held up on making the Planning Commission Appointments to see what was going to change after the Committee to Review Planning Commission Appointments met.

a. Policy for Appointments

County Administrator Vanessa Lynchard said the Committee to Review Planning Commission Appointments has met and come up with a proposed policy to appoint the Planning Commission members and their eligibility requirements.

Planning Director Bennie Hopkins and Deputy Planning Director Austin Cardosi presented the new policy to the Board and said the committee had a very good meeting and some good dialog regarding the Planning Commission Appointments.

Mr. Hopkins pointed out highlights of the rules including:

- * There will be 15 members of the Planning Commission
- * The Planning Commissioner must own property or be a resident of the district in which the appointing Supervisor represents
- * The Planning Commissioner must be a registered voter
- * In the case of three consecutive unexcused absences, the Board may replace the appointee
- * Meeting dates and times will not be changed and a quorum consists of 8 members

b. Appointments

District	Appointee	Phone #	Term Expires
1	Len Lawhon 8405 Center Hill Rd Olive Branch, MS 38654	662-895-8657 901-573-9759	January 2, 2017
1	Julius Cowan, Jr. 10273 DeSoto Rd Olive Branch, MS 38654	662-895-6348	January 2, 2017
1	Floyd Fiveash 11525 Pine Hill Lane Olive Branch, MS 38654	901-277-6835	January 2, 2017
2	John Arnold 2290 Cumberland Dr. Southaven, MS 38672	901-356-1287	January 2, 2017
2	Randy Jones 2440 Goodman Rd. East Southaven, MS 38671	901-238-8943	January 2, 2017
2	Billy G. Smith 1185 Jewel Dr. Southaven, MS 38671	662-349-3308 901-239-3676	January 2, 2017
3	Wade Carter 8950 Grandview Cove Walls, MS 38680	662-781-0184 901-489-3958	January 2, 2017
3	Ray Dennison		January 2, 2017
3	Joan Robertson 12911 Starlanding Rd. West Lake Cormorant, MS 38641	662-781-1277 901-487-2678	January 2, 2017

Appointment Book Revision February 3, 2016

23

District	Appointee	Phone #	Term Expires
4	Theodore (Ted) Dorsey 1945 Starlanding Road Nesbit, MS 38651	901-485-0922	January 2, 2017
4	David Arnett 5200 Austin Road Lake Cormorant, MS 38641	662-781-2591 901-496-4732	January 2, 2017
4	Jeannie Shannon 1885 Gayfer Drive Horn Lake, MS 38637	901-246-0885	January 2, 2017
5	Steve Reeves 3711 Magnolia Lane Nesbit, MS 38651	662-429-3316 901-246-2450	January 2, 2017
5	Tom Hunt 74 Lyla Cove Hernando, MS 38632	662-449-1529 901-619-4752	January 2, 2017
5	Greg Ryan 7672 Rigmoore Point North Olive Branch, MS 38654	Cell 901-337-3547	January 2, 2017
Attorney	Smith, Phillips, Mitchell, Scott & Nowak 170 W Center St Hernando, MS 38632	662-429-7888	January 2, 2017

Appointment Book Revision

24

Supervisor Bill Russell made the motion and Supervisor Mark Gardner seconded the motion to adopt the Planning Commission Rules and Procedures and to appoint the Planning Commissioners as listed.

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 Michael Lee, Fifth District	<u>YES</u>

See Exhibit H.2.a. & b.

3. Contract Administration – Human Resources

Human Resources Director Vickie Richmann presented two documents and asked the Board to authorize the Board President to sign.

a. Lipscomb & Pitts Business Associate Agreement – Signature Required

b. Cigna Disclosure – Signature Required

Mrs. Richmann informed the Board this is the document naming Lipscomb and Pitts as the County Insurance Broker.

Supervisor Jessie Medlin made the motion and Supervisor Lee Caldwell seconded the motion to approve the two documents listed above and authorize the Board President to sign.

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 Michael Lee, Fifth District	<u>YES</u>

See Exhibit H.3.a. & b.

4. Homeowners Association Legislation – Resolution of Support – Authorize Board President to Sign

Board Attorney Tony Nowak reminded the Board that they sent a resolution last year requesting legislation regulating the formation and administration of homeowners associations and it did not go through. In order to reintroduce the request, a resolution must accompany it.

Supervisor Bill Russell made the motion and Supervisor Lee Caldwell seconded the motion to authorize the Board President to sign the Resolution requesting legislation regulating the formation and administration of homeowners associations.

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 Michael Lee, Fifth District	<u>YES</u>

See Exhibit H.4.

5. Office of Procurement – Purchase Exceeding \$25,000 - Radios

County Administrator Vanessa Lynchard reported that a group from E911, Emergency Services, Road Department and Sheriff’s Department got together with Supervisor Gardner back in September and discussed the County’s need for P25 compliant radios. She further reported that the Sheriff has been purchasing P25 compliant radios for about 5 years as his department had needs. Mrs. Lynchard said that E911 Coordinator James Powell stated that DeSoto County should be able to cut over the end of March or first of April and the old radios will work for 60-90 days. She also said that E911 will take care of the programming for the Sheriff’s Department and the Sheriff’s Department will take care of the approximately \$70,000 required for flashing the Department’s radios. E911 has gotten approval from MSWIN for purchasing authority. Pat McLeod said she has worked with MSWIN and confirmed the approval.

The group looked at Motorola, Tait and EF Johnson radios. The consensus is that Motorola would give more services at a lower price and it is an established company that the County has used for several years.

Mrs. Lynchard stated that Animal Services and Facilities will be on mutual aid channels, and the Sheriff confirmed that the Dispatch Department monitors the mutual aid channels. Facilities Manager Robert Jarman said that he requested an APX4000 so that he can be in contact with the Sheriff's Department in the event of an emergency.

Constables from Districts 1,2,3,&4 were present and stated that they need radios like the Sheriff's Department has, nothing more.

It was noted that EMA asked for a higher model and Mr. Powell said the APX6000 has a fire model that is more durable and will withstand heat so EMA would be better protected.

Mr. Powell informed the Board that testing has been done utilizing the MSWIN towers at Lewisburg and Arkabutla and that coverage was proven to be better, even inside buildings that were not previously covered. He stated that E911 has towers at Star Landing, Gale Center, Olive Branch City Park, and Northwest Drive in Southaven.

Supervisor Mark Gardner commended the E911 commissioners for their work in getting the County compliant. Supervisor Russell asked how long it would take to receive the radios. Mr. Powell said he has been told 2-3 weeks for delivery. They would then need another couple of weeks for programming.

Supervisor Mark Gardner made the motion and Supervisor Michael Lee seconded the motion to authorize the County Administrator to negotiate with Motorola at the state contract price or below, but not to exceed \$350,000, for radios for use by Animal Control, Facilities, Constables, Fire/EMA, EMS, and Road Department.

The motion passed by a vote as follows:

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

See Exhibit H.5.

6. County-Wide Software Upgrade

Supervisor Lee Caldwell stated that when she was first elected, it was brought to the attention of the Board that the County's software was outdated. The Board decided at that time to begin putting money aside each year to make this purchase. Supervisor Caldwell stated that she feels it is time to look at different programs that would be beneficial in integrating offices county-wide and that a committee is needed to do so.

Supervisor Lee Caldwell made the motion and Supervisor Bill Russell seconded the motion to form a Software Upgrade Committee consisting of Supervisor Caldwell, Supervisor Gardner, IT Director John Mitchell, CFO Andrea Freeze, County Administrator Vanessa Lynchard, and Representatives from the Elected Officials, Planning Department, and Justice Court.

The motion passed by a vote as follows:

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

7. Craft Road/Bethel Road Update

Road Manager Andy Swims brought a report to the Board concerning the traffic on Craft Road, at Bethel Road, being almost non-stop, because of school traffic in the morning and after school, and later in the evening as people are getting off work. Mr. Swims stated that ICA Engineering has done a traffic study as well as Scott Young and Mr. Swims going out and observing the traffic themselves. Mr. Swims stated that the morning he was out there, it was almost impossible to turn off Bethel Road onto Craft Road heading south. He said as soon as the deputy got there, traffic began to flow more smoothly. Sheriff Rasco stated that it is a dangerous situation for the deputy. The road is very narrow and the deputy on duty has had several close calls with being struck by a vehicle.

Mr. Swims stated that there were basically three options:

- * A traffic signal
- * A 3-way Stop intersection
- * Do nothing and let things stay as they are

Supervisor Mark Gardner stated that as more people move out there, the situation is going to get worse and that something needed to be done soon. Mr. Swims stated that the section of Craft Road between College & Church already has a base for 5-lane construction.

Supervisor Lee Caldwell asked if a signal at the Craft/Bethel intersection is in the MPO. Mr. Swims said it was not.

Mr. Swims is trying to see which direction the Board wants to go. Supervisor Gardner suggested a signal have a timer or sensor to help with peak times. Mr. Swims said the engineer's opinion is that a signal will cause an accident increase at first. He said a simple signal would cost approximately \$100,000.

Mr. Swims suggested that having a 5-lane section on Craft Road might help with the problem by creating a turn lane on Craft Road; and having a turn lane on Bethel Road. He suggested a 3000 foot section to widen, split in the middle, and getting that done as soon as possible. Mr. Swims said he would like to get it done during the school's spring break while traffic is much lighter.

Supervisor Michael Lee made the motion and Supervisor Lee Caldwell seconded the motion to authorize Mr. Swims to work with ICA Engineering to survey and get a 3-way design together for Craft & Bethel Road intersection, and to authorize the firm of Smith, Phillips, Mitchell, Scott & Nowak to begin purchasing Right of Way for a future 5-lane on Craft Road.

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 Michael Lee, Fifth District	<u>YES</u>

See Exhibit H.7.

8. Emergency Purchase – Sirens

EMA Director Bobby Storey apologized for not getting this information to the Board sooner. He informed the Board that each siren has 5 amps. The siren at Fairhaven was discovered to have been shut down because of 2 amps that had gone bad. He stated that all sirens are at 100% in the unincorporated area of the County. County Administrator Vanessa Lynchard informed the Board that the statute says the amount of an emergency purchase must be spread on the minutes of the next meeting after the emergency purchase is made, and that is what Chief Storey is doing today.

Supervisor Lee Caldwell made the motion and Supervisor Mark Gardner seconded the motion to spread upon the minutes the emergency purchase over \$5,000 needed to fix the emergency sirens in 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 Michael Lee, Fifth District	<u>YES</u>

See Exhibit H.8.

9. Policy for Undercover Officers’ Uniforms

Chief Financial Officer Andrea Freeze informed the Board that she learned recently that the IRS had fined Lee County because of infractions, including the reimbursement of uniforms that could be adapted to be worn anytime. She stated that in checking the IRS regulations, any article of clothing that can be used outside the scope of the job is considered a fringe benefit and is taxable.

Director of Procurement and Administrative Services Pat McLeod stated that according to MS Code 19-25-13, the Board is authorized to appropriate funds not to exceed \$400 annually as a clothing allowance to each plainclothes investigator employed by the Sheriff’s office. The Sheriff shall file a report of all expenses of his office incurred during the preceding month with the Board of Supervisors for approval at its regular monthly meeting. Upon approval by the Board, the officers shall be reimbursed the amount of the receipt.

The proposed Reimbursement Policy:

The officer shall turn in receipts to the Sheriff’s Department where the receipts will be verified as an allowable purchase. The Sheriff’s Department shall send copies and totals of each officer’s receipts to Human Resources for reimbursement through payroll.

Upon receiving the receipts from the Sheriff’s Department, Human Resources will place the item on the consent agenda of the next Board meeting and wait for the Board’s approval before reimbursing the officer. The reimbursement is included as wages to the officer and will appear on the officer’s next paycheck.

According to AG opinions and the State Auditor’s office, clothes bought with allowance money are the property of the County and must be returned to the County.

Supervisor Mark Gardner made the motion and Supervisor Michael Lee seconded the motion to adopt the Reimbursement Policy as stated above and in Exhibit H.9.

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.9.

10. Veteran Service Officer Lease

Board Attorney Tony Nowak informed the Board that he has the lease ready for the Board President to sign. Mrs. Lynchard reminded the Board that MS Veteran’s Affairs is providing a full-time officer to be in the Administration Building and Scott Blaylock will be using an office in the Maxwell Building in Olive Branch on a part-time basis. Mr. Nowak clarified that the lease is a zero pay lease. The State office will provide an officer rather than pay rent.

Supervisor Jessie Medlin made the motion and Supervisor Lee Caldwell seconded the motion to

approve the lease with MS Veterans Affairs Board, as presented and including inserting the description of the space leased and contact information for the Veterans Affairs Board, and authorize the Board President to sign.

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 Michael Lee, Fifth District	<u>YES</u>

See Exhibit H.10.

11. Holly Springs Road/Jaybird Road Update

Supervisor Michael Lee asked Road Manager Andy Swims what the status was regarding Holly Springs/Jaybird Road intersection. Mr. Swims stated they have run into some obstacles getting right of way, so he has met on-site with DeSoto County Electric and Entergy to see if the work can be done within the existing right of way. He stated that the County has 40 feet from the center line at that location. Mr. Swims said all entities involved have determined that they can fit a pole with the existing right of way and the landowner was happy with the placement as well. Mr. Swims further stated that a work order request will be issued and he hopes to begin the work this week.

12. Grant Administrator/Public Information Officer Position

Supervisor Bill Russell stated that he would like Chief Financial Officer Andrea Freeze and Grant Administrator/PIO Tanner Kuntz to write a job description and bring it to the Board. Supervisor Russell said he did not want the PIO position to interfere with the Grant Administration. Supervisor Lee Caldwell stated she did not want unfair expectations to be placed on the position. Mr. Kuntz stated that he was in the process of meeting with each Supervisor to get an idea of their expectations of him. Mrs. Freeze submitted a job description that had been posted with the job posting and asked the Board for feedback. She told the Board they will work from that and come up with a more concise job description to bring them.

See Exhibit H.12.

I. NEW BUSINESS

1. DeSoto Greenways & Parks

a. Recognition and Thank You for Donations

Greenway Coordinator Larry Jarrett informed the Board that Greenways & Parks has had several grants and donations lately and he wanted the Board to be aware of them.

Entergy Grant \$150,000 for ARK Education Pavilion

AERC - Doug Thornton Gift of In-Kind Services for Pavilion Design and Construction \$7,000

Mike Davis - Gift of In-Kind Services for Trail Design and Construction \$ 3,000

Cody Jeppe - Eagle Scout Project Volunteer

Mary and Alan Davis - Volunteers at Hernando DeSoto River Park

**Lance Frugé, Chartwell Hospitality -Southaven Properties
(Courtyard Marriott)
Donation of Gazebo**

See Exhibit I.1.a.

b. 911 Signs for Parks & Greenways

Mr. Jarrett informed the Board that Leadership DeSoto has been working on signs for the trails and he gave credit and thanks to the Road Department and Facilities for their help. Mr. Jarrett stated that DeSoto is part of a Regional group with Shelby & Crittenden Counties to have 911 location signage for GIS in remote locations. The Recreation District recommends have the signs every ¼ mile along the trail for Emergency Management purposes. Mr. Jarrett said the Road Department estimates the signs to be about \$30 each. He has met with the County GIS employees and the coordinates will be keyed in for emergency dispatchers. Supervisor Lee stated that people do not realize the importance of marking their 911 location before entering the woods. Mr. Jarrett stated that they have sponsors and money budgeted for the signs. No Board action was required.

See Exhibit I.1.b.

c. Eudora Park Pavilion

Mr. Jarrett showed the Board a picture of the pavilion similar to what the Recreational District would like to place at the Eudora Park. He stated that Mr. Ashcraft has gotten an estimate, based on the picture, of approximately \$15,000. This figure does not include picnic tables or latrine. He stated they are working on the specs and would like the authority to go out for bids on the pavilion.

Supervisor Lee Caldwell made the motion and Supervisor Michael Lee seconded the motion to authorize the Recreational District to spec the pavilion for Eudora Park and go out for bids.

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 Michael Lee, Fifth District	<u>YES</u>

See Exhibit I.1.c.

Supervisor Jessie Medlin made the motion and Supervisor Lee Caldwell seconded the motion to spread the Greenways and Parks update upon the Board’s 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>YES</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Michael Lee, Fifth District	<u>YES</u>

2. Office of Procurement – Sheriff’s Department Purchase Exceeding \$25,000

Procurement Coordinator Sheila Morris stated that this purchase is for equipment to go in the 12 new vehicles that were approved in November, 2015. Ms. Morris referred the Board to their exhibits that include the two quotes received, Comserv and North MS Two-Way Communications. Procurement recommends going with Comserv as the lowest and best qualified.

Supervisor Mark Gardner made the motion and Supervisor Jessie Medlin seconded the motion to accept the quote from Comserv as the lowest and best qualified for the purchase of equipment for 12 new Sheriff’s Department vehicles.

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 Michael Lee, Fifth District	<u>YES</u>

See Exhibit I.2.

3. Business Investment Incentive – Tri-Starr Management Services, Inc., dba/LEGACY Supply Chain Services – Free Port

DeSoto Economic Council President Jim Flanagan introduced Mr. Greg Spears with LEGACY Supply to the Board. Mr. Spears stated that LEGACY Supply has made a significant investment to locate in Olive Branch. He further stated that he is here today on behalf of their customer, Haier, an appliance manufacturer that just bought GE appliances. Mr. Spears stated that the warehouse started receiving products on August 31st and they are at 75% capacity.

Supervisor Medlin asked if the company already has real and personal exemption. Mr. Flanagan stated that they do not. The Free Port exemption was the greater need for this company.

Supervisor Caldwell told Mr. Spears that the Board encourages hiring DeSoto County residents. Mr. Spears stated that he works with the WIN Job Center and he told the Board that he buys pallets from a Southaven company. He said he is an Army veteran and he likes to hire veterans. The company currently has 34 veterans working and has had zero turnover. Supervisor Gardner asked Mr. Flanagan if he would introduce Mr. Spears to the Veteran Services Officer and Mr. Spears was very appreciative of that.

Supervisor Jessie Medlin made the motion and Supervisor Lee Caldwell seconded the motion to approve the Free Port Exemption, for the full amount and term allowed by statute, for Tri-Starr Management Services, Inc., dba/LEGACY Supply Chain Services.

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 Michael Lee, Fifth District	<u>YES</u>

See Exhibit I.3.

4. Authorize Travel for Supervisor Gardner, Supervisor Caldwell, Vanessa Lynchard Capitol Breakfast in Jackson – March 17 – Travel March 16 & Return March 17

Supervisor Bill Russell made the motion and Supervisor Jessie Medlin seconded the motion to approve travel to the Capitol Breakfast in Jackson for any Board member that wants to attend and Vanessa Lynchard.

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 Michael Lee, Fifth District	<u>YES</u>

5. Grants Administration – Entergy Earth Day Grant

Supervisor Lee Caldwell informed the Board that this grant application had begun around Christmas and had gotten overlooked. She stated that Mr. Kuntz came in to his new job and got busy trying to get the grant written and submitted in time for Earth Day. Supervisor Caldwell informed the Board that

Entergy was very excited about the Upcycling Contest in particular. She said this grant will mostly cover advertising and prizes.

Supervisor Lee Caldwell made the motion and Supervisor Jessie Medlin seconded the motion to authorize Mr. Kuntz to complete and submit the application for the Entergy Earth Day Grant.

The motion passed by a vote as follows:

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

See Exhibit I.5.

6. Office of Finance and Accounting

a. Preliminary Inventory Dispositions – EMA, Extension Service, Sheriff Department, Sheriff’s Department SID

1) EMA

FISCAL YEAR: 2015/2016		PRELIMINARY					INVENTORY DISP			
DEPT: <u>EMA</u>		NRC = NON REPAIRABLE (COST)		K = THOUSANDS		DEPT #: <u>260</u>				
NAME:		NR = NON REPAIRABLE		H = HUNDREDS		LOC #: <u>260</u>				
		DAS = DECLARE AS SURPLUS		D = DOLLARS						
ASSET #	DESCRIPTION	SERIAL #	REASON FOR DISPOSAL	Y	M	LOCATION AT PRELIMINARY	PRELIMINARY APPROVAL DATE	DISPOSED OF BY	FINAL DISPOSAL LOCATION	DATE OF FINAL
24427	GARMIN GPS	73060853	DAMAGED/NON REPAIRABLE	06	4H	EMA				
31329	HP PRINTER	CNDRC41260	DAMAGED/NON REPAIRABLE	02	8H	EMA				
31330	GATEWAY DESKTOP	26079641	DAMAGED/NON REPAIRABLE	02	11H	EMA				
31913	DELL LAPTOP	3F436AQ01	DAMAGED/NON REPAIRABLE	02	21H	EMA				
32450	HP PRINTER	902A7111J3	DAMAGED/NON REPAIRABLE	03	3H	EMA				
33430	DELL LAPTOP	89KNV31	DAMAGED/NON REPAIRABLE	04	14H	EMA				
33816	MINOLTA CAMERA	52422279	DAMAGED/NON REPAIRABLE	04	4H	EMA				
33817	SONY CAMCORDER	325286	NO CHARGER	04	3H	EMA				
33819	MINOLTA CAMERA	62335120	DAMAGED/NON REPAIRABLE	04	4H	EMA				
34030	JETSTROBE LIGHTBAR	N/A	DAMAGED/NON REPAIRABLE	04	9H	EMA				
34152	HP DESKTOP	MXL53305QC	DAMAGED/NON REPAIRABLE	05	17H	EMA				
34347	COMM ENCODER	N/A	DAMAGED/NON REPAIRABLE	06	2H	EMA				
34581	GARMIN GPS	1AD006963	DAMAGED/NON REPAIRABLE	09	4H	EMA				
34747	HP MONITOR	CNN530025Q	DAMAGED/NON REPAIRABLE	05	4H	EMA				
34863	DELL DESKTOP	B80Q81	DAMAGED/NON REPAIRABLE	06	12H	EMA				
39124	HP PRINTER	MY77652054	DAMAGED/NON REPAIRABLE	07	4H	EMA				
39414	HP PRINTER	CN7CQF6011	DAMAGED/NON REPAIRABLE	08	1H	EMA				
39538	HP PRINTER	CN7CQF600Z	DAMAGED/NON REPAIRABLE	08	1H	EMA				
40486	HP PRINTER	TH9CA216YC	DAMAGED/NON REPAIRABLE	10	1H	EMA				
41483	NIKON CAMERA	N/A	DAMAGED/NON REPAIRABLE	11	4H	EMA				

AUTHORIZATION TO DISPOSE			INVENTORY CLERK INFORMATION		NOTES
SIGNED BY: <u>BOBBY STOREY</u>	DATE: <u>01/27/16</u>		PRELIMINARY PRESENT TO BOS	SIGNATURES ARE ON THE ORIGINAL DISPOSITION RECEIVED	
PRINT NAME: _____			<u>February 1, 2016</u>		
DISPOSED BY: _____	DATE: _____		FINAL PRESENT TO BOS		
PRINT NAME: _____			DATE INVENTORY DISPOSED IN AS400		
INV CLERK: <u>CHARMAINE MCCOOL</u>	DATE: <u>01/28/16</u>		DATE BOS FINAL MFG ATTACHED		
SIGNATURE OF FILE					

DEPT: EMA
NAME: _____

NRC = NON REPAIRABLE (COST) K = THOUSANDS
NR = NON REPAIRABLE H = HUNDREDS
DAS = DECLARE AS SURPLUS D = DOLLARS

DEPT #: 260
LOC #: 260

ASSET #	Q	DESCRIPTION	SERIAL #	ISSUE/REASON FOR DISPOSAL	Y	R	LOCATION AT PRELIMINARY	PRELIMINARY APPROVAL DATE	DISPOSED OF BY	FINAL DISPOSAL LOCATION	DATE OF FINAL
33806	G	GATEWAY LAPTOP	32867165	DAMAGED/NON REPAIRABLE	04	19H	EMA				
34348	G	COMM ENCODER	N/A	DAMAGED/NONREPAIRABLE	06	2H	EMA				
34375	G	HP LAPTOP	2CEQ2372Y6	DAMAGED/NON REPAIRABLE	09	15H	EMA				
34424	G	GARMIN GPS	73080856	DAMAGED/NON REPAIRABLE	06	4H	EMA				
34434	G	PALM ONE	PN20UBW5V0K0	DAMAGED/NON REPAIRABLE	06	2H	EMA				
34435	G	PALM ONE	PN20UBW5V3BV	DAMAGED/NON REPAIRABLE	06	2H	EMA				
34436	G	PALM ONE	PN20UBW5V3B2	DAMAGED/NON REPAIRABLE	04	2H	EMA				
34437	G	PALM ONE	PN20UBW5V0VV	DAMAGED/NON REPAIRABLE	04	2H	EMA				
34526	G	TELEX	31370	DAMAGED/NONREPAIRABLE	06	9K	EMA				
35349	G	HOWARD LAPTOP	34NP025723	DAMAGED/NON REPAIRABLE	04	22H	EMA				
35351	G	HOWARD LAPTOP	34NP025716	DAMAGED/NON REPAIRABLE	04	22H	EMA				
35353	G	SONY CAMERA	395251	DAMAGED/NONREPAIRABLE	04	4H	EMA				
35354	G	SONY CAMERA	394884	DAMAGED/NON REPAIRABLE	04	4H	EMA				
35357	G	HOWARD DESKTOP	34NP025711	DAMAGED/NON REPAIRABLE	04	13H	EMA				
35358	G	HOWARD DESKTOP	649761704	DAMAGED/NON REPAIRABLE	04	13H	EMA				
35359	G	HOWARD DESKTOP	649751704	DAMAGED/NONREPAIRABLE	04	13H	EMA				
35362	G	HOWARD DESKTOP	648771704	DAMAGED/NONREPAIRABLE	04	13H	EMA				
35743	G	TOSHIBA LAPTOP	Y44858341K	DAMAGED/NON REPAIRABLE	05	22H	EMA				
36877	G	MOTOROLA LAPTOP	3433FY0113	DAMAGED/NONREPAIRABLE	06	38H	EMA				
36878	G	MOTOROLA LAPTOP	3433FY0104	DAMAGED/NONREPAIRABLE	06	38H	EMA				
36882	G	MOTOROLA LAPTOP	3433FY0126	DAMAGED/NONREPAIRABLE	06	38H	EMA				
36883	G	MOTOROLA LAPTOP	3433FY0130	DAMAGED/NON REPAIRABLE	06	38H	EMA				

AUTHORIZATION TO DISPOSE				INVENTORY CLERK INFORMATION				NOTES			
SIGNED BY:	BOBBY STOREY	DATE:	01/07/16	PRELIMINARY PRESENT TO BOS				SIGNATURES ARE ON THE ORIGINAL DISPOSITION RECEIVED			
PRINT NAME:	SIGNATURE ON FILE			February 1, 2016							
DISPOSED BY:		DATE:		FINAL PRESENT TO BOS							
PRINT NAME:				DATE INVENTORY DISPOSED IN AS400							
INV CLERK:	CHARMAINE MCCOOL	DATE:	01/16/16	DATE BOS FINAL MINS ATTACHED							
PRINT NAME:	SIGNATURE OF FILE										

Inventory Clerk Char McCool stated that the inventory dispositions for EMA are in 2 parts. The first page is equipment purchased by the County and the second is equipment purchased with Homeland Security Grant Funds. All inventory listed is obsolete or broken.

Supervisor Lee Caldwell made the motion and Supervisor Michael Lee seconded the motion to approve the dispositions as recommended by EMA and Ms. McCool.

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 Michael Lee, Fifth District	<u>YES</u>

See Exhibit I.6.a.1.

2) Extension Service

DEPT NAME:	EXTENSION SERVICE		NRC = NON REPAIRABLE (COST)	K = THOUSANDS	DEPT #:	631					
			NR = NON REPAIRABLE	H = HUNDREDS	LOC #:	631					
			DAS = DECLARE AS SURPLUS	D = DOLLARS							
ASSET #	GRANT	DESCRIPTION	SERIAL #	ISSUE/REASON FOR DISPOSAL	Y	R	LOCATION AT PRELIMINARY	PRELIMINARY APPROVAL DATE	DISPOSED OF BY	FINAL DISPOSAL LOCATION	DATE OF CORRECTION
8310		HP DESKJET PRINTER	SG74A14257	NO LONGER WORKS	97	4H	EXT SVC				
10043		DC 33 A ICE MACHINE	68848606L	NO LONGER WORKS	94	1K	EXT SVC		SHAWN		
31433		HP SCANJET SCANNER 7400C	CN19VS0096	NO LONGER WORKS	02	5H	EXT SVC				

AUTHORIZATION TO DISPOSE				INVENTORY CLERK INFORMATION				NOTES			
SIGNED BY:	JOY ANDERSON	DATE:	12/14/15	PRELIMINARY PRESENT TO BOS				ALL BIUT ICE MACHINE IS LOCATED IN ACCOUNTING OFFICE			
PRINT NAME:	SIGNATURE ON FILE			February 1, 2016							
DISPOSED BY:		DATE:		FINAL PRESENT TO BOS							
PRINT NAME:				DATE INVENTORY DISPOSED IN AS400							
INV CLERK:	CHARMAINE MCCOOL	DATE:	12/07/15	DATE BOS FINAL MINS ATTACHED							
PRINT NAME:	SIGNATURE ON FILE										

Inventory Clerk Char McCool stated that these items are all non-functional.

Supervisor Jessie Medlin made the motion and Supervisor Lee Caldwell seconded the motion to approve the dispositions as recommended by the Extension Service and Ms. McCool.

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 Michael Lee, Fifth District	<u>YES</u>

See Exhibit I.6.a.2.

3) Sheriff's Department – Tasers, Radios, Wrench

DEPT	SHERIFF DEPT			NRC = NON REPAIRABLE (COST)	K = THOUSANDS			DEPT#:	200	
NAME:				NR = NON REPAIRABLE	H = HUNDREDS			LOC #:	200	
				DAS = DECLARE AS SURPLUS	D = DOLLARS					
ASSET #	DESCRIPTION	SERIAL #	ISSUE/REASON FOR DISPOSAL	Y R A C G	C O S T	LOCATION AT PRELIMINARY	PRELIMINARY APPROVAL DATE	DISPOSED OF BY	FINAL DISPOSAL LOCATION	DATE OF CORRECTION
40891	TASER M26	X00603966	INOPERABLE	11	7H					
40892	TASER M26	X00603890	INOPERABLE	11	7H					
32302	MOTOROLA MOBILE RADIO	722CCY2377	BROKEN - OBSOLETE	03	3K					
36301	MOTOROLA MOBILE RADIO	867YFG1468	BROKEN - OBSOLETE	05	8H					
8049	MOTOROLA H/H RADIO	466ATV1335	BROKEN - OBSOLETE	99	2K					
8046	MOTOROLA H/H RADIO	466ATY1332	BROKEN - OBSOLETE	99	2K					
33607	MOTOROLA H/H RADIO	721CEN0394	BROKEN - OBSOLETE	04	3K					
44011	DEWALT IMPACT WRENCH	685192	BROKEN - UNIT BURNT UP	14	2H					
AUTHORIZATION TO DISPOSE						INVENTORY CLERK INFORMATION		NOTES		
SIGNED BY: <u>KYLE HODGE</u> DATE: <u>01/13/16</u>						PRELIMINARY PRESENT TO BOS				
PRINT NAME: <u>SIGNATURE ON FILE</u>						February 1, 2016				
DISPOSED BY: _____ DATE: _____						FINAL PRESENT TO BOS				
PRINT NAME: _____						DATE INVENTORY DISPOSED IN AS400				
INV CLERK: <u>CHARMAINE MCCOOL</u> DATE: <u>01/15/16</u>						DATE BOS FINAL MINS ATTACHED				
SIGNATURE ON FILE										

Inventory Clerk Char McCool stated these items are non-operable.

Supervisor Lee Caldwell made the motion and Supervisor Michael Lee seconded the motion to approve the dispositions as recommended by the Sheriff's Department and Ms. McCool.

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 Michael Lee, Fifth District	<u>YES</u>

See Exhibit I.6.a.3.

4) Sheriff's Department – SID – modem

ASSET #	DESCRIPTION	SERIAL #	ISSUE/REASON FOR DISPOSAL	Y R A C C T	C O S T	LOCATION AT PRELIMINARY	PRELIMINARY APPROVAL DATE	DISPOSED OF BY	FINAL DISPOSAL LOCATION	DATE OF CORRECTION
36479	MOTOROLA DATA MODEM	508SFU073	NO LONGER USED - OBSOLETE	05	25H	FIN & ACCT				
AUTHORIZATION TO DISPOSE				INVENTORY CLERK INFORMATION			NOTES			
SIGNED BY: KYLE HODGE		DATE: 01/25/16		PRELIMINARY PRESENT TO BOS			A MODEM OMITTED WHEN THE OTHERS WENT THROUGH FPR DISPOSAL REFERRING TO FY04 HOMELAND GRANT FUNDS. WAITING FOR DISPOSAL INSTRUCTIONS FROM HOMELAND SECURITY.			
PRINT NAME: SIGNATURE ON FILE				02/04/16						
DISPOSED BY:		DATE:		FINAL PRESENT TO BOS						
PRINT NAME:				DATE INVENTORY DISPOSED IN AS400						
INV CLERK: CHARMAINE MCCOOL		DATE: 01/26/16		DATE BOS FINAL MINS ATTACHED						
SIGNATURE ON FILE										

Inventory Clerk Char McCool stated this item was inadvertently left off the list from the previous inventory disposition and needs to be approved.

Supervisor Lee Caldwell made the motion and Supervisor Michael Lee seconded the motion to approve the dispositions as recommended by the Sheriff's Department SID and Ms. McCool.

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 Michael Lee, Fifth District	<u>YES</u>

See Exhibit I.6.a.4.

b. Claims Docket

Chief Financial Officer Andrea Freeze, of the Office of Finance and Accounting, presented the claims docket to the Board. Ms. Freeze read the items on the claims docket individually and the Board discussed these items. Stephanie Hanks, Office Manager, brought monthly invoices for documentation.

Supervisor Jessie Medlin asked the Board to note page 67 and stated there is still a problem with the City of Southaven and their use of the rubbish pit. Supervisor Lee Caldwell stated that needs to be brought back up with Southaven. Mrs. Lynchard stated she has met with the Mayor and he thought they had straightened out the problem. Supervisor Gardner asked Mrs. Lynchard to set up a time with Chris Wilson and Mayor Musselwhite to meet with the Solid Waste Committee.

Supervisor Lee Caldwell asked about the following claims:

Page 34 – Bryant Tire - \$1,080 – Sheriff Rasco stated this was for Search & Rescue's 4-wheelers.
 Page 69 – Still paying rent on shooting range? Sheriff Rasco stated the County needs to keep paying until the insurance company is through with their investigation. The County still has a good bit of equipment there and it seems that they will be able to continue to use the range when the damages are fixed.

Page 31 – Mid South Solutions Class A hats – Mrs. Hanks produced the invoice that showed these were several different uniform hats.

Supervisor Bill Russell asked about the following claims:

Page 5 – Hunter Paper – He thought paper came through IT. Mrs. Lynchard said that paper is bought by the departments, but ink cartridges do come through IT.

Supervisor Mark Gardner asked about the following claims:

Page 4 – Delta Computer Systems - \$970 – Mrs. Hanks said that is for 3 invoices. It is support and maintenance on several things.
 Page 8 – Nova Copy – Pat McLeod stated that will come up for bid next year.
 Page 12 – Brite Solutions – Lawn Services – Mr. Jarman stated they take care of the new jail and ems properties only.
 Page 14 – AT&T – Supervisor Gardner would like those numbers to be looked at once a year to see if

they are all in use. IT Director John Mitchell stated he actually goes over the bill each month and verifies the numbers.

Page 28 – Copy Plus – Mrs. Hanks stated that Circuit leases with Copy Plus not Nova Copy

Page 31 – L-Tron Corp – Sheriff Rasco stated these are ticket printers for the new cars.

Page 40 – Cabot Lodge – Mrs. Lynchard stated this was a recycling conference and Mr. Laughter had his department covered during this time.

Page 42 – Supervisor Gardner will recuse himself from the Region IV action.

Page 48 – Memphis Communication – Mrs. Hanks stated that ink and supplies are not covered under the maintenance contract for the postage printer.

Page 62 – Container Network – Mrs. Freeze stated this is covered under the additional training grant for the task force team. Mr. Jarman stated the containers are set up behind the EMA building.

Page 63 – Chris Olson – Travel Expense – Mrs. Hanks stated this was Task Force training in Tupelo January 11-13. Mr. Olson brought in receipts.

Page 69 – Safety Quip – If the facility is not being used, don't see need for latrines. Sheriff Rasco stated that an officer is onsite helping with the clean-up and meeting insurance adjustors. He will check on the condition of the latrines.

Page 70 – ICA Engineering – Mr. Swims stated this company did the consult on Bethel/Craft Rd. intersection.

Page 70 – Advanced Screening Solutions – Mrs. Hanks stated this is random screenings and new employment screenings.

In accordance with Section 19-13-31 and Section 19-11-23 of the Mississippi Code Annotated, Supervisor Mark Gardner made the motion and Supervisor Lee Caldwell seconded the motion to authorize the Chancery Clerk to pay the bills as presented by the Chief Financial Officer with the exception of page 42, Region IV, to which Supervisor Gardner will recuse himself.

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 Michael Lee, Fifth District	<u>YES</u>

Supervisor Gardner recused himself and left the room.

Supervisor Lee Caldwell made the motion and Supervisor Jessie Medlin seconded the motion to pay page 42, Region IV.

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

7. Contract Administration

a. MS State University Extension Service – Signature Required

Extension Service Director and County Agent Joy Anderson informed the Board that this interlocal agreement came about as the result of a Federal civil rights audit. She said it does not change the way the Extension Service does business, it simply formalizes what the County provides and what MSU provides. The thing that does change is payroll. Once a month MSU will invoice Human Resources for one check and MSU will cut the payroll checks. Mrs. Anderson stated that the Extension Service will still work within the County budgetary guidelines.

Supervisor Lee Caldwell made the motion and Supervisor Mark Gardner seconded the motion to accept the interlocal agreement with MS State University Extension Service and authorize the Board President to sign.

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 Michael Lee, Fifth District	<u>YES</u>

See Exhibit I.7.a.

b. Schindler Elevator – Finding of Fact for Prepayment

Director of Procurement and Administrative Services Pat McLeod stated this contract is a preventative maintenance contract. The finding of fact is that the County has been doing business with Schindler since 2007 and Schindler provides a necessary and immediate benefit to the County.

Supervisor Lee Caldwell made the motion and Supervisor Michael Lee seconded the motion to approve the prepayment and accept the finding of fact that the County has been doing business with Schindler since 2007 and Schindler provides a necessary and immediate benefit to 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 Michael Lee, Fifth District	<u>YES</u>

See Exhibit I.7.b.

c. Elliott Data Systems – Sheriff’s Department – Finding of Fact for Prepayment

Director of Procurement and Administrative Services Pat McLeod stated this contract is preventive maintenance for the ID card printers. It is \$453 yearly, and is for a 1-year term. The finding of fact is that the County has been doing business with Elliott Data Systems for 3 years, the company has been in business for 44 years, and the company provides a necessary and immediate benefit to the County.

Supervisor Lee Caldwell made the motion and Supervisor Jessie Medlin seconded the motion to approve the prepayment and accept the finding of fact that the County has been doing business with Elliott Data Systems for 3 years, it is a well-established company, and it provides a necessary and immediate benefit to 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 Michael Lee, Fifth District	<u>YES</u>

See Exhibit I.7.c.

d. Comcast – Sheriff’s Department – Contract Amount Has Changed

Director of Procurement and Administrative Services Pat McLeod stated this contract is for high speed internet and digital cable tv for the Sheriff’s Department. The finding of fact is that the County has

been doing business with Comcast some time, this is an existing contract, and the company provides a necessary and immediate benefit to the County.

Supervisor Jessie Medlin made the motion and Supervisor Lee Caldwell seconded the motion to approve the prepayment and accept the finding of fact that the County has been doing business with Comcast for some time, it is a well-established company, and it provides a necessary and immediate benefit to the County.

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>YES</u>
Supervisor Michael Lee, Fifth District	<u>YES</u>

See Exhibit I.7.d.

e. White Light Computing – IT/Animal Shelter – Finding of Fact for Prepayment

Director of Procurement and Administrative Services Pat McLeod stated this contract is for software maintenance, including updates, phone and email based support. The finding of fact is that the County has been doing business with White Light Computing for 2 years, and the company provides a necessary and immediate benefit to the County.

Supervisor Lee Caldwell made the motion and Supervisor Mark Gardner seconded the motion to approve the prepayment and accept the finding of fact that the County has been doing business with White Light Computing for 2 years, and the company provides a necessary and immediate benefit to 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 Michael Lee, Fifth District	<u>YES</u>

See Exhibit I.7.e.

f. MedSafe – Animal Shelter – Signature Required

Director of Procurement and Administrative Services Pat McLeod stated this contract is for pick up and disposal of sharps and hazardous waste for the Animal Shelter. It is a 12-month contract and needs the Board President's signature.

Supervisor Mark Gardner made the motion and Supervisor Lee Caldwell seconded the motion to approve the 1-year contract with MedSafe for the Animal Shelter and authorize the Board President to sign.

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 Michael Lee, Fifth District	<u>YES</u>

See Exhibit I.7.f.

8. Health Department – Report of Reduced Hours

County Administrator Vanessa Lynchard informed the Board that Supervisor Medlin had found out that the Hernando Health Department office was going to begin closing on Fridays and asked her to check into it. Mrs. Lynchard called Diane Hargrove, District 1 Health Administrator, so Mrs. Hargrove and Dr. Alfio Rausa came to speak to the Board today and give information that can be passed on to the Board’s constituents.

Dr. Rausa stated that DeSoto County is doing well. He said when the State Board of Health came up with their numbers, DeSoto County lost 3 contract employees and 2 through attrition.

The Board discussed aspects of the Health Department and budget cuts with Dr. Rausa and Ms. Hargrove and thanked them for bringing their report to the Board.

Supervisor Jessie Medlin made the motion and Supervisor Lee Caldwell seconded the motion to make the report from Dr. Rausa and Mrs. Diane Hargrove part of the Board 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>YES</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Michael Lee, Fifth District	<u>YES</u>

See Exhibit I.8.

9. Bail Bond Review

Board Attorney Tony Nowak informed the Board that some groups are challenging the way courts set bail bonds. He is working with the City Judges and is requesting authority to work with the Justice Court Judges on this matter.

Supervisor Lee Caldwell asked what other options judges have. Mr. Nowak stated that the courts can use tracking bracelets, bail bonds, recognizance bonds, etc. He said he plans to pull together what the City Judges look at and send it to the Justice Court Judges.

Supervisor Mark Gardner made the motion and Supervisor Bill Russell seconded the motion to authorize Mr. Nowak to work with the Justice Court Judges regarding the way the courts set bail bonds.

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 Michael Lee, Fifth District	<u>YES</u>

10. Annual Jail Inspection – Following Lunch

Sheriff Rasco led the Board through the jail for the annual jail inspection per Miss. Code. Ann. Section 19-5. Sheriff Rasco explained the different work areas and their functions. The tour was very informative.

Supervisor Mark Gardner made the motion and Supervisor Jessie Medlin seconded the motion to reflect in the Board minutes that the jail was found to be in satisfactory condition with respect to safety, sufficiency and accommodation of the prisoners, and in all other regards.

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 Michael Lee, Fifth District	<u>YES</u>

11. Stateline Road Bridge Replacement – Authorize Attorney to Develop MOU with Olive Branch

Supervisor Jessie Medlin stated that a previous Board had voted many years ago to split the cost of this bridge with the City of Olive Branch. At that time, Olive Branch was not able to go forward with the project. Road Manager Andy Swims stated that this project was voted on with the MPO list by this Board at the January 4, 2016 meeting. There was money for this project designated in the State Aid funds and Tracy Huffman of Waggoner Engineering would like to clear it up for use in other projects. Mr. Swims stated that the Stateline Bridge construction cost is estimated at \$800,000 and the County would be responsible for 10% of that. City of Olive Branch would be the lead on the project. He said the work will be started next year.

Supervisor Jessie Medlin made the motion and Supervisor Lee Caldwell seconded the motion to allocate 10% of the cost of the Stateline Bridge and authorize the firm of Smith, Phillips, Mitchell, Scott & Nowak to work with City of Olive Branch on the MOU.

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 Michael Lee, Fifth District	<u>YES</u>

See Exhibit I.11.

12. NACO Meeting

Supervisor Mark Gardner stated that the NACO meeting in Washington, D.C. is slated for February 20-24, 2016 and he would like for the Board to approve travel for any Supervisors that would like to attend.

Supervisor Mark Gardner made the motion and Supervisor Lee Caldwell seconded the motion to allow travel to Washington, D.C. for any Supervisors that would like to attend the NACO meeting February 20-24, 2016.

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 Michael Lee, Fifth District	<u>YES</u>

13. Sole Source Purchase for Sheriff’s Department

Director of Procurement and Administrative Services Pat McLeod stated that the Sheriff’s Department had turned in a request for a sole source purchase for tasers, holsters, and battery packs. She stated that the purchase would have to be made through the distributor. She further stated that only 3 states sell the Taser product retail, and purchases must remain in state. Mrs. McLeod asked Sgt. Michael Brannon to confirm that the Taser did not have a comparable item on the market, such as a phaser.

Sgt. Brannon stated that when researching, he looked for definitive test evaluation reports on anything in regard to the phaser. He could not find any test evaluations. Supervisor Gardner asked if Sgt.

Brannon knew of any other law enforcement agencies using the phasers. St. Brannon said he did not. Sgt. Brannon stated that the Sheriff's Department needs the product to do what it says it does; control a suspect to be able to get handcuffs on. He further stated that the department is fully invested into Taser with equipment and training. His concern is that if an untested product is used on the street and anything went wrong, the department could be sued.

Board Attorney Tony Nowak stated that, in regard to Taser, the department is trained in the use of Taser, there is compatibility with what they currently use, and Taser has been tested and proven. Mr. Nowak stated he felt the sole source purchase is justified.

Supervisor Bill Russell made the motion and Supervisor Lee Caldwell seconded the motion to authorize the sole source purchase of Tasers for the Sheriff's Department.

The motion passed by a vote as follows:

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

See Exhibit I.13.

14. Grants Administration

a. Close Out of 2015 Youth Court Justice Assistance Grant

b. Acceptance of MS Justice Assistance Grant

Grant Administrator/PIO Tanner Kuntz asked that the Board approve closing the 2015 Youth Court JAG Grant and accept the 2016 Youth Court JAG Grant and authorize the Board President to sign the agreement paperwork.

Supervisor Lee Caldwell made the motion and Supervisor Mark Gardner seconded the motion to approve closing the 2015 Youth Court JAG Grant and accept the 2016 Youth Court JAG Grant and authorize the Board President to sign the all necessary paperwork for both grants.

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 Michael Lee, Fifth District	<u>YES</u>

See Exhibit I.14.a.&b.

15. Authorize Board President to Sign Audit Contract

Supervisor Jessie Medlin made the motion and Supervisor Lee Caldwell seconded the motion to authorize the Board President to sign the Audit Contract with Fortenberry & Ballard.

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 Michael Lee, Fifth District	<u>YES</u>

See Exhibit I.15.

J. PLANNING COMMISSION

Planning Director Bennie Hopkins and Deputy Director Austin Cardosi presented the Planning Commission Agenda.

1. PUBLIC HEARING

a. Parking Ordinance Amendment – 10:00 a.m.

Supervisor Caldwell made the motion and Supervisor Gardner seconded the motion to go into the Parking Ordinance Amendment Public Hearing advertised for this day.

THE FOLLOWING ACTION WAS TAKEN ON THIS MATTER:

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

Mr. Hopkins presented the Parking Ordinance Amendment. He stated the met to discuss changes in the Parking Ordinance to clarify the document and make it more easily understood. He listed the following three significant changes being proposed:

1. "AR" zoned properties, located in a platted and recorded subdivision will not have any vehicle rated Class 7 to Class 8 allowed to park, unless approved as a Conditional Use from the Board of Adjustment.
2. Any "R" or "PUD" zoned properties will not allow any vehicle rated Class 5 to Class 7 to park, unless approved as a Conditional Use from the Board of Adjustment. Class 8 is not permitted.
3. "AR" properties, NOT located in a platted and recorded subdivision will be governed the same as "A" zoned properties.

Supervisor Medlin asked if these changes would affect minor lots. Mr. Cardosi stated the changes would not affect minor lots only platted and recorded major subdivision.

Supervisor Medlin asked if dually trucks used to pull horse and cattle trailers would be allowed under the proposed Ordinance changes. Mr. Cardosi stated that if the trucks are larger than the Class of truck allowed in that zoning district a Conditional Use could be applied for. Supervisor Russell stated only class 5 and higher trucks would need to apply for a Conditional Use. Supervisor Medlin sated he is concerned for citizens whose horses and cows are kept off site and they drive a larger class truck not being able to park at their residence. Supervisor Russell stated that there is no way to cover all situations with the Parking Ordinance; that is why there is the option to apply for a Conditional Use. Supervisor Medlin stated that he feels if someone already owns a truck that is prohibited under the new Parking Ordinance they should be grandfathered in.

Supervisor Medlin asked if there was anyone to speak for or against this item.

Bob Jarman came forward and stated that a standard dually is a Class 3 truck and would not be prohibited so the new ordinance should not affect most horse owners.

Supervisor Medlin asked is service trucks would be allowed. Supervisor Russell stated owners of service trucks would have to apply for a permit.

Sherriff Rasco asked who would monitor for violations of the Parking Ordinance. Supervisor Russell stated both the Sheriff and Code Enforcement would monitor and enforce the Parking Ordinance.

Supervisor Caldwell asked for clarification that a driveway must be pervious pavers or paved not white gravel. Supervisor Russell that is correct. Supervisor Caldwell stated that it would be difficult for someone who lives in a platted and recorded subdivision in the A-R zone and have a long driveway to pave it.

Supervisor Medlin made the motion and Supervisor Russell seconded the motion to close the Public Hearing.

THE FOLLOWING ACTION WAS TAKEN ON THIS MATTER:

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

Supervisor Russell made the motion and Supervisor Lee seconded the motion to adopt the Parking Ordinance Amendment.

Supervisor Caldwell stated she would like more time to look into the changes proposed to the ordinance.

Supervisor Gardner stated the Board has always honored a request of a Board member to table an item for further review.

Supervisor Lee withdrew his second of the motion made by Supervisor Russell. The motion died for lack of a second.

Supervisor Caldwell made a motion and Supervisor Gardner seconded the motion to table the Parking Ordinance Amendment until the February 16, 2016 Board of Supervisors meeting.

THE FOLLOWING ACTION WAS TAKEN ON THIS MATTER:

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

b. Appeal – 11:00 a.m.

Supervisor Caldwell made the motion and Supervisor Lee seconded the motion to go into the Steve Owens Appeal of a Board of Adjustment decision Public Hearing advertised for this day.

THE FOLLOWING ACTION WAS TAKEN ON THIS MATTER:

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

i. Steve Owens – Appeal of Board of Adjustment decision

Mr. Hopkins presented the appeal request by Steve Owens of a decision by the Board of Adjustment to deny a Variance Request to allow a mobile home to be closer than 100 feet to a side property line. He read the qualifications that need to be met and proven by the applicant to approve a Variance request, they are as follows:

- a. Special conditions and circumstances exist which are peculiar to the land, structure, or building involved.
- b. Literal interpretation of the ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same zoning district.
- c. Special conditions and circumstances do not result from the actions of the applicant.
- d. Granting the Variance will not confer on the applicant any special privilege that is denied by the ordinance to other lands, structures, or buildings in the same zoning district.

He then stated the Board of Adjustment denied the request due to the fact they do not feel the applicant met any of the four qualifiers to approve a Variance.

Mr. Steve Owens came forward to represent the Appeal request.

Supervisor Medlin asked what size is the lot and what is currently on the property. Mr. Owens stated that the lot is 5.57 acres and there is mobile home on the property. He then stated that the current mobile home has a Variance to allow a side setback of 78 feet instead of the required 100 feet.

Mr. Owens stated he requested a Variance to allow a stick built home to be 10 feet from the current mobile home. He stated he wants to build a one bedroom home for his mother on his property. He then stated he was denied his Variance request because the Board of Adjustment felt there were other places on the property that the house could be built. Mr. Owens stated that he would like to place the home beside his mobile home so that he will be able to assist his mother with medical needs and for safety reasons. Supervisor Gardner asked if the applicant is concerned for his mother's safety and security. Mr. Owens confirmed that is his concern.

Supervisor Medlin asked what size is the proposed home. Mr. Owens stated it is 638 sqf brick home.

Supervisor Caldwell asked if the home was attached to the mobile home would a Variance still be needed. Mr. Cardosi explained that the applicant requested to build the home separately from the mobile home, and that if approved and the applicant later decided to subdivide the property both the house and the mobile home would not conform to the DeSoto County Zoning Ordinance. He stated that neither structure would be able to meet setbacks if the property was subdivided.

Supervisor Lee asked if the applicant had considered building the house behind the current mobile home. Mr. Owens stated he would like to keep the house as close as possible to be able to better be able to care for his mother. Supervisor Medlin stated it appears that the applicant could attach the house to the rear of the mobile home and have security for his mother and be able to assist with her medical needs. Mr. Owens stated to place the house behind the mobile home he would need to move the fence and sheds and completely redo the backyard. He stated he feels the house would look better beside his home than the sheds would look if he had to move them to the side of his home to make room in the backyard for the house.

Supervisor Medlin asked if the house was attached the mobile home would the house have to meet the setback on the side for a mobile home. Mr. Cardosi stated it would have to meet the same setback as the mobile home because it is attached.

Supervisor Gardner asked if the Variance is allowed as currently requested and then the applicant remade an application to subdivide the property the subdivision request could be

denied because neither proposed lot would be able to conform to the required setbacks. Staff confirmed that was correct.

Supervisor Medlin asked if there is anyone to speak for or against this item.

Michelin Murphy- Scenic Lane- came forward and stated she has the following concerns:
-The proposed home does not meet the minimum square footage for the subdivision. The minimum square footage for the subdivision is 1300 sqf and the proposed home is 800 sqf;
-This is a mobile home community and the proposed home is a brick, site built home. She stated she feels if allowed the home will negatively alter the character of the neighborhood;
-If allowed to be placed where requested the home will block her view of the natural surroundings of the Arkabutla area;
-This would be spot zoning if approved
-Adjacent property owners are not in agreement with the proposed house but would not sign the petition because they feel intimidated; and
-Feels there are feasible alternatives of places for the home to be placed on the property and the applicant does not want to consider them due to the financial cost.

Supervisor Caldwell stated that there was a shed that was in the same spot is now moved but was an obstruction of Ms. Murphy’s view.

Supervisor Gardner asked Ms. Murphy what would be an acceptable alternative of the placement of the home to her. Ms. Murphy stated she would prefer there not be multiple families living on the property because that would mean there would be more cars parked on the property.

Supervisor Gardner stated you mentioned someone feels intimidated and asked Ms. Murphy who did the intimidating. Ms. Murphy stated Mr. Owens did the intimidating.

Supervisor Gardner clarified the Board is not considering rezoning the property as part of this application.

Supervisor Caldwell made the motion after giving consideration of the recommendations of the planning department, the comments received from the applicant and the public, the documents presented, her knowledge of the neighborhood, the location of the property and the impact to the neighborhood, and finding the applicant failed to prove the necessary elements for a variance, to deny the application for a variance and affirm the decision of the Board of Adjustments and Supervisor Lee seconded the motion

THE FOLLOWING ACTION WAS TAKEN ON THIS MATTER:

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

Supervisor Medlin made the motion and Supervisor Lee seconded the motion to close Public Hearing.

THE FOLLOWING ACTION WAS TAKEN ON THIS MATTER:

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

2. CONSENT

a. Minor Lots

- i. Rogers Minor Lot (7038) - Application is for approval of Final Subdivision of one (1) lot of 2.00 acre(s), property identified as Parcel #2-09-6-23-00-0-00005-00. Subject property is located on the south side of Starlanding Road and east of Poplar Corner Road in Section 23, Township 2, Range 9 and is zoned Agricultural-Residential (A-R) (District 4)
Applicant: Mike Hancock/Walls Fire Department**

Mr. Hopkins presented the Consent Agenda.

Supervisor Caldwell made the motion and Supervisor Gardner seconded the motion to approve the Consent Agenda.

THE FOLLOWING ACTION WAS TAKEN ON THIS MATTER:

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

3. OTHER

a. Highway 304 Overlay MOU

Mr. Cardosi stated Planning Staff is asking for the Board of Supervisors President to sign the Highway 304 Overlay MOU.

Supervisor Caldwell made the motion and Supervisor Lee seconded the motion to approve the Board of Supervisors President to sign the Highway 304 Overlay MOU.

THE FOLLOWING ACTION WAS TAKEN ON THIS MATTER:

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

See Exhibit J

K. 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 Lee Caldwell seconded the motion to recess

the Board meeting until Tuesday, February 16, 2016 at 9:00 a.m.

The motion passed by a vote as follows:

Supervisor Jessie Medlin, First District	<u>YES</u>
Supervisor Mark Gardner, Second District	<u>ABSENT</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 1st day of February, 2016, these minutes have been read and approved by the DeSoto County Board of Supervisors.

Jessie Medlin, President
DeSoto County Board of Supervisors