

**DESOTO COUNTY BOARD OF SUPERVISORS**  
**BOARD MEETING MINUTES**  
**DISTRICT ONE JESSIE MEDLIN, PRESIDING**

**January 19, 2016**

**A. CALL TO ORDER**

The January 19, 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 - ABSENT
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 welcomed Congressman Trent Kelly to the meeting. Congressman Kelly gave the invocation. Congressman Kelly thanked the Board for inviting him to come today and encouraged them to continue the good work they are doing for the citizens of DeSoto County. He extended an open invitation to his office here and in Washington, D.C.; stating that he is always eager to hear from his constituents.

**C. PLEDGE OF ALLEGIANCE**

**D. CITIZENS REMARKS & PRESENTATIONS**

Tina & Allen Tatum addressed the Board regarding the growing problem of human trafficking and thanked the Board for recognizing the need to protect women and children from human trafficking and abuse. They serve on the Governor's task force working toward stronger legislation to end this problem in Mississippi. The Tatum's expressed their desire to serve the community and bring about an end to human trafficking.

Supervisor Mark Gardner made the motion and Supervisor Lee Caldwell seconded the motion to adopt a Proclamation Against Human Trafficking and authorize the Board President to sign the proclamation.

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 thanked Supervisor Gardner for bringing this issue to the attention of the Board and thanked the Tatum's for the work they are doing.

Supervisor Jessie Medlin asked if there was anyone else present who wished to address the Board on items not regarding the agenda. No one came forward.

**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.

**a. County Administrator Vanessa Lynchard requested to add the following items:**

Consent: Horn Lake Creek Interceptor Sewer District– Salary Adjustment (Consent, F.11.)

Old Business: Justice Court Assistant Prosecutor Job Description (Old, G.1.)  
Appointments – North Delta PDD (Old, G.2.)

New Business: Fire & EMA – Rural Fire Truck Acquisition, Nesbit & Walls (New, H.12.)  
Homestead Reinstatement – Mrs. Martha Stanley (New, H.13.)  
Proclamations – Against Human Trafficking (Citizen Remarks, D.1)  
The Great Kindness Challenge (New, H.14.)  
Tax Collector – Erroneous Tax Sale – Dillingham (New, H.15.)  
School Board Recognition Week Resolution (New, H.16.)  
Local & Private Legislation – Sheriff (New, H.17.)

Executive: Request the Board to consider for Executive Session:  
Personnel – Recreational District (Executive, J.1.e.)  
Personnel – Grant Writer/PIO Interviews (Executive, J.1.f.)  
Industrial Prospect (Executive, J.4.)

**b. Supervisor Gardner requested to add the following:**

Old Business: DCRUA Board Appointment of Barry Bridgforth (Old, G.3.)

**c. Board Attorney Tony Nowak requested to add the following:**

Planning: Hawks Crossing (Planning, I.2.b.)

Supervisor Jessie Medlin asked who sets the Horn Lake Creek Interceptor Sewer (HLCIS) salary. Country Administrator Vanessa Lynchard stated that is it set by the Interceptor Sewer Board and they are requesting a 3% raise.

Supervisor Mark Gardner informed the Board that he and Officer Alex Coker will be leading a Hunter Safety Course at Heartland Church in Southaven beginning at 6 p.m. Thursday night and continuing on Saturday. Supervisor Gardner stated that Officer Coker is nationally recognized for his expertise in survival. This is a 10 hour course and it is free to the public.

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

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**

**F. CONSENT AGENDA**

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

**1. Office of Finance & Accounting**

**a. Budget Amendment Request – Sheriff’s Department**

DeSoto County, Mississippi						
BUDGET AMENDMENT REQUEST						
Fund/Department #		001 / 202				Updated 7/15
Date:		1/19/2016				
Sheriff's Department / Patrol/Law Enforcement						
ACCT #	LINE ITEM	YEAR TO DATE EXPENSES	ADOPTED BUDGET	INCREASE	DECREASE	REVISED BUDGET
001-202-925	Radios	\$ 96,124.39	\$ 96,200.00	\$ 9,225.00		\$ 105,425.00
001-202-921	Other Cap Outlay Under \$5000	\$ 14,055.98	\$ 103,959.00		\$ 9,225.00	\$ 94,734.00
<b>TOTALS</b>			\$ 200,159.00	\$ 9,225.00	\$ 9,225.00	\$ 200,159.00
Reason for Request: (Show detailed justification)		Adjust various accounts for budget deficits.				
Requested by:		Donna Ford / Sheriff Rasco				

**b. Authorize Clerk to write checks for Veterinarian Students’ Lodging and Meals for 2 events – January 28/29 (split with City of Horn Lake) & February 23/24 (County only)**

**c. Request for Transfer of Sheriff’s Seized Funds**

**REQUEST FOR TRANSFER OF SHERIFF SEIZED FUNDS**

January 19, 2016

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
2015-61950		12/26/2015	31529	145,255.00	01/04/2016
2015-56655		11/24/15	31389	10,308.00	01/04/2016
			<b>TOTAL</b>	<b>\$155,563.00</b>	

Transfer from Sheriff-Seized Fund (123-000-139) \$155,653.00  
 Transfer to Sheriff-Forfeiture Fund (120-000-238) \$155,653.00

**d. Inventory Dispositions – FINAL**

1) Sheriff’s Office SID

DEPT	SHERIFF'S DEPARTMENT			NRC = NON REPAIRABLE (COST)	K = THOUSANDS			DEPT	200	
NAME:				NR = NON REPAIRABLE	H = HUNDREDS			LOC		
				DAS = DECLARE AS SURPLUS	D = DOLLARS					
ASSET #	DESCRIPTION	SERIAL #	ISSUE/REASON FOR DISPOSAL	Y R A C C O S T	C O S T	LOCATION AT PRELIMINARY	PRELIMINARY APPROVAL DATE	DISPOSED OF BY	FINAL DISPOSAL LOCATION	DATE OF FINAL APPROVAL
30325	GRENADA LAUNCHER 40MM	172626	US Department of Defense	1998	80D	USDD		ALH/J. Busby	USDD	
43138	APPLE IPHONE 4	C8TK934PDP0V	LOST - Affidavit Attached	2013	4H	LOST		ALH	LOST	
AUTHORIZATION TO DISPOSE						INVENTORY CLERK INFORMATION		NOTES		
SIGNED BY: Kyle Hodge				DATE: 01/07/16		PRELIMINARY PRESENT TO BOS		All correspondence is attached.		
PRINT NAME: SIGNATURE ON FILE						January 19, 2016				
DISPOSED BY:				DATE:		FINAL PRESENT TO BOS				
PRINT NAME:						January 19, 2016				
INV CLERK: CHARMAINE MCCOOL				DATE: 01/07/16		z				
SIGNATURE OF FILE						DATE BOS/FINAL MINS ATTACHED				

2) EMS

DEPT	EMS			NRC = NON REPAIRABLE (COST)	K = THOUSANDS			DEPT #:	240	
NAME:				NR = NON REPAIRABLE	H = HUNDREDS			LOC #:	240	
				DAS = DECLARE AS SURPLUS		D = DOLLARS				
ASSET #	DESCRIPTION	SERIAL #	ISSUE/REASON FOR DISPOSAL	Y R A C C O U N T	C O S T	LOCATION AT PRELIMINARY	PRELIMINARY APPROVAL DATE	DISPOSED OF BY	FINAL DISPOSAL LOCATION	DATE OF CORRECTION
31997	LIFEPAK 10	00029541	OUT DATED EQUIPMENT	02	8K	EMA SITE	01/04/16	FIODOR	E-WASTE	
			WILL NOT BE USED							
			*UNIT WAS DONATED TO US*							
30335	LIFEPAK 10 (1 OF 2)	00032629	OUT DATED EQUIPMENT	95	9k	EMA SITE	01/04/16	FIODOR	E-WASTE	
			WILL NOT BE USED							
	LIFEPAK 10 (2 OF 2)	1078434	OUT DATED EQUIPMENT			EMA SITE	01/04/16	FIODOR	E-WASTE	
			WILL NOT BE USED							
AUTHORIZATION TO DISPOSE						INVENTORY CLERK INFORMATION		NOTES		
SIGNED BY: <u>FIODOR BARANIUK</u> DATE: <u>12/21/15</u>						PRELIMINARY PRESENT TO BOS		EQUIPMENT IS OUT DATED AND CANNOT BE USED. MUST BE DISPOSED		
PRINT NAME: <u>SIGNATURE ON FILE</u>						<b>January 4, 2016</b>				
DISPOSED BY: <u>FIODOR BARANIUK</u> DATE: <u>01/08/16</u>						FINAL PRESENT TO BOS				
PRINT NAME: <u>SIGNATURE ON FILE</u>						<b>January 19, 2016</b>				
INV CLERK: <u>CHARMAINE MCCOOL</u> DATE: <u>12/21/15</u>						DATE INVENTORY DISPOSED IN AS400				
SIGNATURE ON FILE						DATE BOS FINAL MINS ATTACHED				

3) Sheriff's Office

DEPT	SHERIFF DEPARTMENT			NRC = NON REPAIRABLE (COST)	K = THOUSANDS			DEPT	200	
NAME:				NR = NON REPAIRABLE	H = HUNDREDS					
				DAS = DECLARE AS SURPLUS		D = DOLLARS				
ASSET #	DESCRIPTION	SERIAL #	ISSUE/REASON FOR DISPOSAL	Y R A C C O U N T	C O S T	LOCATION AT PRELIMINARY	PRELIMINARY APPROVAL DATE	DISPOSED OF BY	FINAL DISPOSAL LOCATION	DATE OF FINAL APPROVAL
35109	PACA BODY ARMOR	RC529521	DECLARE SURPLUS	07	6H	WHITEHOUSE	04/06/15	AMY HENLEY	DESTROYED WASTE CONNECTION	
35121	PACA BODY ARMOR	RC528916	"	07	6H	"	"	"	"	
35129	PACA BODY ARMOR	RC529648	"	07	6H	"	"	"	"	
35134	PACA BODY ARMOR	RC529003	"	07	6H	"	"	"	"	
36362	POINT BLANK PATROL BODY ARMOR	NOT LISTED	"	05	5H	"	"	"	"	
36376	POINT BLANK PATROL BODY ARMOR	NOT LISTED	"	05	5H	"	"	"	"	
38326	PACA BODY ARMOR	RC529499	"	07	6H	"	"	"	"	
38335	PACA BODY ARMOR	RC531178	"	07	5H	"	"	"	"	
38495	GALLS BODY ARMOR	8000142897	"	08	4H	"	"	"	"	
38611	OPWEAR BODY ARMOR	8248294801	"	08	5H	"	"	"	"	
38613	OPWEAR BODY ARMOR	8248304901	"	08	5H	"	"	"	"	
38617	OPWEAR BODY ARMOR	8248315001	"	08	5H	"	"	"	"	
38623	POINT BLANK PATROL BODY ARMOR	NOT LISTED	"	08	4H	"	"	"	"	
38668	OPWEAR BODY ARMOR	8248244301	"	08	5H	"	"	"	"	
38673	PACA BODY ARMOR	RC563888	"	08	6H	"	"	"	"	
38854	GH PRO BODY ARMOR	S0910224	"	09	4H	"	"	"	"	
38857	GH PRO BODY ARMOR	S0910204	"	09	4H	"	"	"	"	
39374	GALLS BODY ARMOR	8000148232	"	08	4H	"	"	"	"	
39417	GALLS BODY ARMOR	701744487	"	08	4H	"	"	"	"	
39526	GALLS BODY ARMOR	501038751	"	08	4H	"	"	"	"	
39788	ABA BODY ARMOR	9074723	"	09	6H	"	"	"	"	
39794	GH LITE BODY ARMOR	S0915013	"	09	5H	"	"	"	"	
39816	SAFARILAND BODY ARMOR	9113529	"	09	6H	"	"	"	"	
40231	SAFARILAND BODY ARMOR	9213886	"	10	6H	"	"	"	"	
40786	PACA BODY ARMOR	008738	"	10	H6	"	"	"	"	
40804	PACA BODY ARMOR	008762	"	10	6H	"	"	"	"	
40805	PACA BODY ARMOR	008736	"	10	6H	"	"	"	"	
40934	PACA BODY ARMOR	021099	"	11	6H	"	"	"	"	
43327	PACA BODY ARMOR	130002541303	"	13	5H	"	"	"	"	
AUTHORIZATION TO DISPOSE						INVENTORY CLERK INFORMATION		NOTES		
SIGNED BY: <u>LT CHRIS SHAVER</u> DATE: <u>03/23/15</u>						PRELIMINARY PRESENT TO BOS		ASSETS LISTED HAVE EXPIRED AND DO NOT MEET SAFETY REQUIREMENTS. SHERIFF DEPARTMENT RESEARCHING THE POSSIBILITY OF RECYCLING OR DISPOSING THE MATERIALS (KEVLAR) USED TO MANUFACTURE PROTECTIVE ARMOR.		
PRINT NAME: <u>SIGNATURE ON FILE</u>						<b>April 6, 2015</b>				
DISPOSED BY: <u>AMY HENLEY</u> DATE: <u>12/07/15</u>						FINAL PRESENT TO BOS				
PRINT NAME: <u>SIGNATURE ON FILE</u>						<b>January 19, 2016</b>				
INV CLERK: <u>CHARMAINE MCCOOL</u> DATE: <u>03/23/15</u>						DATE INVENTORY DISPOSED IN AS400				
SIGNATURE ON FILE						DATE BOS FINAL MINS ATTACHED				

4) Sheriff's Office

								<b>FINAL</b>	
200	<b>DEPARTMENT:</b>	SHERIFF DEPARTMENT			<b>FISCAL YEAR:</b>		2012		
ASSET #	DESCRIPTION	SERIAL #	REASON FOR DISPOSAL	LOCATION AT PRELIMINARY	PRELIMINARY APPROVAL DATE	DISPOSED OF BY	LOCATION OF FINAL DISPOSAL	DATE OF FINAL APPROVAL	
33316	PACA TACT VEST	04ZG2	OUTDATED / EXPIRED	SHERIFF DEPT	08/06/12	AMY HENLEY	DESTROYED WASTE CONNECTION		
33940	PACA TACT VEST	RC299476	"	"	"	"	"		
33941	PACA TACT VEST	RC299493	"	"	"	"	"		
33942	PACA TACT VEST	RC299473	"	"	"	"	"		
33944	PACA TACT VEST	RC299475	"	"	"	"	"		
33946	PACA TACT VEST	RC299488	"	"	"	"	"		
33949	PACA TACT VEST	RC299490	"	"	"	"	"		
34025	PACA TACT VEST	RC299481	"	"	"	"	"		
34026	PACA TACT VEST	RC299472	"	"	"	"	"		
35100	PACA BODY ARMOR	RC529242	"	"	"	"	"		
35101	PACA BODY ARMOR	RC529056	"	"	"	"	"		
35103	PACA BODY ARMOR	RC528826	"	"	"	"	"		
35104	PACA BODY ARMOR	RC529313	"	"	"	"	"		
35105	PACA BODY ARMOR	RC528862	"	"	"	"	"		
35106	PACA BODY ARMOR	RC529602	"	"	"	"	"		
35107	PACA BODY ARMOR	RC528922	"	"	"	"	"		
35108	PACA BODY ARMOR	RC529186	"	"	"	"	"		
35110	PACA BODY ARMOR	RC528827	"	"	"	"	"		
35111	PACA BODY ARMOR	RC529219	"	"	"	"	"		
35114	PACA BODY ARMOR	RC528901	"	"	"	"	"		
35115	PACA BODY ARMOR	RC529601	"	"	"	"	"		
35116	PACA BODY ARMOR	RC528942	"	"	"	"	"		

AUTHORIZATION TO DISPOSE					NOTES			
<b>DEPARTMENT:</b>	<u>CHERYL SCOTT</u>	<b>DATE:</b>	<u>07/26/12</u>	BODY ARMOR IS OUT DATED AND HAS EXPIRED. SHERIFF'S DEPT REQUEST BODY ARMOR LISTED BE DECLARED AS SURPLUS UNTIL A DECISION IS MADE FOR THERE DISPOSAL.				
PRINT NAME:	<u>SIGNATURN OF FILE</u>							
<b>DISPOSED BY:</b>	<u>AMY HENLEY</u>	<b>DATE:</b>	<u>12/07/15</u>					
PRINT NAME:	<u>SIGNATURN OF FILE</u>							
<b>INVENTORY CLERK:</b>	<u>CHARMAINE MCCOOL</u>	<b>DATE:</b>	<u>07/26/12</u>					
	<u>SIGNATURN OF FILE</u>							

								<b>FINAL</b>	
200	<b>DEPARTMENT:</b>	SHERIFF DEPARTMENT			<b>FISCAL YEAR:</b>		2012		
ASSET #	DESCRIPTION	SERIAL #	REASON FOR DISPOSAL	LOCATION AT PRELIMINARY	PRELIMINARY APPROVAL DATE	DISPOSED OF BY	LOCATION OF FINAL DISPOSAL	DATE OF FINAL APPROVAL	
35117	PACA BODY ARMOR	RC529235	OUTDATED / EXPIRED	SHERIFF DEPT	08/06/12	AMY HENLEY	DESTROYED WASTE CONNECTION		
35118	PACA BODY ARMOR	RC528927	"	"	"	"	"		
35119	PACA BODY ARMOR	RC529346	"	"	"	"	"		
35120	PACA BODY ARMOR	RC528932	"	"	"	"	"		
35122	PACA BODY ARMOR	RC528991	"	"	"	"	"		
35123	PACA BODY ARMOR	RC529704	"	"	"	"	"		
35125	PACA BODY ARMOR	RC528838	"	"	"	"	"		
35127	PACA BODY ARMOR	RC528928	"	"	"	"	"		
35128	PACA BODY ARMOR	RC528918	"	"	"	"	"		
35130	PACA BODY ARMOR	RC528828	"	"	"	"	"		
35131	PACA BODY ARMOR	RC528865	"	"	"	"	"		
35132	PACA BODY ARMOR	RC529718	"	"	"	"	"		
35135	PACA BODY ARMOR	RC528924	"	"	"	"	"		
35136	PACA BODY ARMOR	RC528910	"	"	"	"	"		
36356	POINT BLANK BODY ARMOR	0501270736 / 0501270702	"	"	"	"	"		
36357	POINT BLANK BODY ARMOR	0501270767 / 0501270731	"	"	"	"	"		
36358	POINT BLANK BODY ARMOR	0501270029 / 0501270765	"	"	"	"	"		
36360	POINT BLANK BODY ARMOR	0501270772 / 0501270771	"	"	"	"	"		
36364	POINT BLANK BODY ARMOR	0501270724 / 0501270762	"	"	"	"	"		
36367	POINT BLANK BODY ARMOR	0501270758 / 0501270722	"	"	"	"	"		
36368	POINT BLANK BODY ARMOR	0501270749 / 0501270765	"	"	"	"	"		

AUTHORIZATION TO DISPOSE					NOTES			
<b>DEPARTMENT:</b>	<u>CHERYL SCOTT</u>	<b>DATE:</b>	<u>07/26/12</u>	BODY ARMOR IS OUT DATED AND HAS EXPIRED. SHERIFF'S DEPT REQUEST BODY ARMOR LISTED BE DECLARED AS SURPLUS UNTIL A DECISION IS MADE FOR THERE DISPOSAL.				
PRINT NAME:	<u>SIGNATURN OF FILE</u>							
<b>DISPOSED BY:</b>	<u>AMY HENLEY</u>	<b>DATE:</b>	<u>12/07/15</u>					
PRINT NAME:	<u>SIGNATURN OF FILE</u>							
<b>INVENTORY CLERK:</b>	<u>CHARMAINE MCCOOL</u>	<b>DATE:</b>	<u>07/26/12</u>					
	<u>SIGNATURN OF FILE</u>							

5) Sheriff's Office

NAME:				NR = NON REPAIRABLE	H = HUNDREDS			LOC	200		
				DAS = DECLARE AS SURPLUS	D = DOLLARS						
ASSET #	GRANANT	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 FINAL APPROVAL
40288		BLACKHAWK TACT VEST	171913	DESTROY: Damaged/Expired	10	1K	Storage	10/19/15	AMY HENLEY	DESTROYED WASTE CONNECTION	
40289		BLACKHAWK TACT VEST	171915	DESTROY: Damaged/Expired	10	1K	Storage	"	"	"	
40290		BLACKHAWK TACT VEST	171916	DESTROY: Damaged/Expired	10	1K	Storage	"	"	"	
40291		BLACKHAWK TACT VEST	171898	DESTROY: Damaged/Expired	10	1K	Storage	"	"	"	
40293		BLACKHAWK TACT VEST	171900	DESTROY: Damaged/Expired	10	1K	Storage	"	"	"	
40781		BLACKHAWK TACT VEST	175549	DESTROY: Damaged/Expired	10	1K	Storage	"	"	"	
40782		BLACKHAWK TACT VEST	175550	DESTROY: Damaged/Expired	10	1K	Storage	"	"	"	
40783		BLACKHAWK TACT VEST	17551	DESTROY: Damaged/Expired	10	1K	Storage	"	"	"	
39756		BODY ARMOR	SO901202/SO10201	DESTROY: Damaged/Expired	09	5H	Storage	"	"	"	
36498		BODY ARMOR	N/A	DESTROY: Damaged/Expired	06	5H	Storage	"	"	"	
38951		GATORHAWK BODYARMORL	SO914649	DESTROY: Damaged/Expired	09	4H	Storage	"	"	"	
38853		GH BODY ARMOR	SO910414	DESTROY: Damaged/Expired	09	4H	Storage	"	"	"	
38862		GH PRO BODY ARMOR	SO910222	DESTROY: Damaged/Expired	09	4H	Storage	"	"	"	
38873		GH PRO BODY ARMOR	SO912549	DESTROY: Damaged/Expired	09	4H	Storage	"	"	"	
38875		GH PRO BODY ARMOR	SO912195	DESTROY: Damaged/Expired	09	4H	Storage	"	"	"	
38856		GH PRO BODY ARMOR	SO10214	DESTROY: Damaged/Expired	09	4H	Storage	"	"	"	
38864		GH PRO BODY ARMOR	SO910209	DESTROY: Damaged/Expired	09	4H	Storage	"	"	"	
38858		GH PRO BODY ARMOR	SO910218	DESTROY: Damaged/Expired	09	4H	Storage	"	"	"	
38852		GH PRO BODY ARMOR	SO910216	DESTROY: Damaged/Expired	09	4H	Storage	"	"	"	
38899		GH PRO BODY ARMOR	SO912551	DESTROY: Damaged/Expired	09	4H	Storage	"	"	"	
38863		GH PRO BODY ARMOR	SO910211	DESTROY: Damaged/Expired	09	4H	Storage	"	"	"	
AUTHORIZATION TO DISPOSE							INVENTORY CLERK INFORMATION		NOTES		
SIGNED BY: <u>KYLE HODGE</u>		DATE: <u>10/13/15</u>		PRELIMINARY PRESENT TO BOS		Body Armor has expired and no longer meet safety requirements. Sheriff's Department currently seeking proper disposal options.  PAGE 1 of 4					
PRINT NAME: <u>SIGNATURE ON FILE</u>				<b>October 19, 2015</b>							
DISPOSED BY: <u>AMY HENLEY</u>		DATE: <u>12/07/15</u>		FINAL PRESENT TO BOS							
PRINT NAME: <u>SIGNATURE ON FILE</u>				<b>January 19, 2016</b>							
INV CLERK: <u>CHARMAINE MCCOOL</u>		DATE: <u>10/13/15</u>		DATE INVENTORY DISPOSED IN A5400							
				DATE BOS FINAL MINS ATTACHED							

  

NAME:				NR = NON REPAIRABLE	H = HUNDREDS			LOC	200		
				DAS = DECLARE AS SURPLUS	D = DOLLARS						
ASSET #	GRANANT	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 FINAL APPROVAL
38667		OPWEAR BODY ARMOR	8248284701	DESTROY: Damaged/Expired	2008	5H	Storage	10/19/15	AMY HENLEY	DESTROYED WASTE CONNECTION	
38610		OPWEAR BODY ARMOR	8248224101	DESTROY: Damaged/Expired	2008	5H	Storage	"	"	"	
38618		OPWEAR BODY ARMOR	8248254401	DESTROY: Damaged/Expired	2008	5H	Storage	"	"	"	
38612		OPWEAR BODY ARMOR	8248233201	DESTROY: Damaged/Expired	2008	5H	Storage	"	"	"	
38619		OPWEAR BODY ARMOR	8248264501	DESTROY: Damaged/Expired	2008	5H	Storage	"	"	"	
38614		OPWEAR BODY ARMOR	8248325101	DESTROY: Damaged/Expired	2008	5H	Storage	"	"	"	
38609		OPWEAR BODY ARMOR	8248335201	DESTROY: Damaged/Expired	2008	5H	Storage	"	"	"	
40803		PACA BODY ARMOR	08743	DESTROY: Damaged/Expired	2010	5H	Storage	"	"	"	
40962		PACA BODY ARMOR	24346	DESTROY: Damaged/Expired	2011	5H	Storage	"	"	"	
40887		PACA BODY ARMOR	15479	DESTROY: Damaged/Expired	2011	5H	Storage	"	"	"	
40784		PACA BODY ARMOR	08737	DESTROY: Damaged/Expired	2010	5H	Storage	"	"	"	
35133		PACA BODY ARMOR	RC529500	DESTROY: Damaged/Expired	2007	5H	Storage	"	"	"	
35113		PACA BODY ARMOR	RC528836	DESTROY: Damaged/Expired	2007	5H	Storage	"	"	"	
35123		PACA BODY ARMOR	RC529704	DESTROY: Damaged/Expired	2007	5H	Storage	"	"	"	
40938		PACA BODY ARMOR	23943	DESTROY: Damaged/Expired	2011	5H	Storage	"	"	"	
35103		PACA BODY ARMOR	RC528826	DESTROY: Damaged/Expired	2007	5H	Storage	"	"	"	
35126		PACA BODY ARMOR	RC529603	DESTROY: Damaged/Expired	2007	5H	Storage	"	"	"	
38324		PACA BODY ARMOR	RC529605	DESTROY: Damaged/Expired	2007	5H	Storage	"	"	"	
40779		PACA BODY ARMOR	08763	DESTROY: Damaged/Expired	2010	5H	Storage	"	"	"	
40817		PACA BODY ARMOR	08760	DESTROY: Damaged/Expired	2010	5H	Storage	"	"	"	
43319		XTREME XT VEST	31277771/1312778	DESTROY: Damaged/Expired	2013	6H	Storage	"	"	"	
AUTHORIZATION TO DISPOSE							INVENTORY CLERK INFORMATION		NOTES		
SIGNED BY: <u>KYLE HODGE</u>		DATE: <u>10/13/15</u>		PRELIMINARY PRESENT TO BOS		Body Armor has expired and no longer meet safety requirements. Sheriff's Department currently seeking proper disposal options.  PAGE 2 of 4					
PRINT NAME: <u>SIGNATURE ON FILE</u>				<b>October 19, 2015</b>							
DISPOSED BY: <u>AMY HENLEY</u>		DATE: <u>12/07/15</u>		FINAL PRESENT TO BOS							
PRINT NAME: <u>SIGNATURE ON FILE</u>				<b>January 19, 2016</b>							
INV CLERK: <u>CHARMAINE MCCOOL</u>		DATE: <u>10/13/15</u>		DATE INVENTORY DISPOSED IN A5400							
				DATE BOS FINAL MINS ATTACHED							

NAME:				NR = NON REPAIRABLE		H = HUNDREDS				LOC		200	
				DAS = DECLARE AS SURPLUS		D = DOLLARS							
ASSET #	GRANIT	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 FINAL APPROVAL		
33941		PACA TACT VEST	RC299493	DESTROY: Damaged/Expired	2004	1K	Storage	10/19/15	AMY HENLEY	DESTROYED WASTE CONNECTION			
33943		PACA TACT VEST	RC299492	DESTROY: Damaged/Expired	2004	1K	Storage	"	"	"			
33944		PACA TACT VEST	RC299475	DESTROY: Damaged/Expired	2004	1K	Storage	"	"	"			
33945		PACA TACT VEST	RC299471	DESTROY: Damaged/Expired	2004	1K	Storage	"	"	"			
33946		PACA TACT VEST	RC299488	DESTROY: Damaged/Expired	2004	1K	Storage	"	"	"			
33949		PACA TACT VEST	RC299490	DESTROY: Damaged/Expired	2004	1K	Storage	"	"	"			
34026		PACA TACT VEST	RC299472	DESTROY: Damaged/Expired	2004	1K	Storage	"	"	"			
33316		PACA TACT VEST	04ZG2	DESTROY: Damaged/Expired	2003	5H	Storage	"	"	"			
33947		PACA TACT VEST	RC299474	DESTROY: Damaged/Expired	2004	1K	Storage	"	"	"			
33948		PACA TACT VEST	RC299494	DESTROY: Damaged/Expired	2004	1K	Storage	"	"	"			
33937		PACA TACT VEST	RC299486	DESTROY: Damaged/Expired	2004	1K	Storage	"	"	"			
33940		PACA TACT VEST	RC299476	DESTROY: Damaged/Expired	2004	1K	Storage	"	"	"			
33942		PACA TACT VEST	RC299473	DESTROY: Damaged/Expired	2004	1K	Storage	"	"	"			
34025		PACA TACT VEST	RC299481	DESTROY: Damaged/Expired	2004	1K	Storage	"	"	"			
36355		POINT BLANK BODY ARMOR	n/a	DESTROY: Damaged/Expired	2005	5H	Storage	"	"	"			
36359		POINT BLANK BODY ARMOR	n/a	DESTROY: Damaged/Expired	2005	5H	Storage	"	"	"			
36361		POINT BLANK BODY ARMOR	n/a	DESTROY: Damaged/Expired	2005	5H	Storage	"	"	"			
36363		POINT BLANK BODY ARMOR	n/a	DESTROY: Damaged/Expired	2005	5H	Storage	"	"	"			
36366		POINT BLANK BODY ARMOR	n/a	DESTROY: Damaged/Expired	2005	5H	Storage	"	"	"			
36370		POINT BLANK BODY ARMOR	n/a	DESTROY: Damaged/Expired	2005	5H	Storage	"	"	"			
36372		POINT BLANK BODY ARMOR	n/a	DESTROY: Damaged/Expired	2005	5H	Storage	"	"	"			
AUTHORIZATION TO DISPOSE							INVENTORY CLERK INFORMATION			NOTES			
SIGNED BY: <u>KYLE HODGE</u> DATE: <u>10/13/15</u>							PRELIMINARY PRESENT TO BOS			Body Armor has expired and no longer meet safety requirements. Sheriff's Department currently seeking proper disposal options.  PAGE 3 of 4			
PRINT NAME: <u>SIGNATURE ON FILE</u>							October 19, 2015						
DISPOSED BY: <u>AMY HENLEY</u> DATE: <u>12/07/15</u>							FINAL PRESENT TO BOS						
PRINT NAME: <u>SIGNATURE ON FILE</u>							January 19, 2016						
INV CLERK: <u>CHARMAINE MCCOOL</u> DATE: <u>10/13/15</u>							DATE INVENTORY DISPOSED IN AS400						
SIGNATURE ON FILE							DATE BOS FINAL MINS ATTACHED						

NAME:				NR = NON REPAIRABLE		H = HUNDREDS				LOC		200	
				DAS = DECLARE AS SURPLUS		D = DOLLARS							
ASSET #	GRANIT	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 FINAL APPROVAL		
36373		POINT BLANK BODY ARMOR	n/a	DESTROY: Damaged/Expired	2005	5H	Storage	10/19/15	AMY HENLEY	DESTROYED WASTE CONNECTION			
36374		POINT BLANK BODY ARMOR	n/a	DESTROY: Damaged/Expired	2005	5H	Storage	"	"	"			
36378		POINT BLANK BODY ARMOR	n/a	DESTROY: Damaged/Expired	2005	5H	Storage	"	"	"			
36379		POINT BLANK BODY ARMOR	n/a	DESTROY: Damaged/Expired	2005	5H	Storage	"	"	"			
36382		POINT BLANK BODY ARMOR	n/a	DESTROY: Damaged/Expired	2005	5H	Storage	"	"	"			
36384		POINT BLANK BODY ARMOR	n/a	DESTROY: Damaged/Expired	2005	5H	Storage	"	"	"			
42353		SAFARILAND BODY ARMOR	12150792 / 12150793	DESTROY: Damaged/Expired	2012	5H	Storage	"	"	"			
42356		SAFARILAND BODY ARMOR	12150744 / 12150745	DESTROY: Damaged/Expired	2012	5H	Storage	"	"	"			
40230		SAFARILAND ARMOR /COW	926670	DESTROY: Damaged/Expired	2009	5H	Storage	"	"	"			
39817		SAFARILAND BODY ARMOR	9113527	DESTROY: Damaged/Expired	2009	5H	Storage	"	"	"			
39813		SAFARILAND BODY ARMOR	9113531	DESTROY: Damaged/Expired	2009	5H	Storage	"	"	"			
40206		SAFARILAND BODY ARMOR	9213881	DESTROY: Damaged/Expired	2010	5H	Storage	"	"	"			
39812		SAFARILAND BODY ARMOR	9113537	DESTROY: Damaged/Expired	2009	5H	Storage	"	"	"			
40240		SAFARILAND BODY ARMOR	10044251	DESTROY: Damaged/Expired	2010	5H	Storage	"	"	"			
40242		SAFARILAND BODY ARMOR	10044254	DESTROY: Damaged/Expired	2010	5H	Storage	"	"	"			
40241		SAFARILAND BODY ARMOR	10044247	DESTROY: Damaged/Expired	2010	5H	Storage	"	"	"			
42450		XTREME VEST /BAILEY	12191868 / 12191869	DESTROY: Damaged/Expired	2012	5H	Storage	"	"	"			
39932		EXTREME BODY ARMOR	9174839	DESTROY: Damaged/Expired	2009	5H	Storage	"	"	"			
39933		EXTREME BODY ARMOR	9174836	DESTROY: Damaged/Expired	2009	5H	Storage	"	"	"			
39934		EXTREME BODY ARMOR	9174840	DESTROY: Damaged/Expired	2009	5H	Storage	"	"	"			
44015		XTREME HP BODY ARMOR	14125058/14125057	DESTROY: Damaged/Expired	2014	8H	Storage	"	"	"			
AUTHORIZATION TO DISPOSE							INVENTORY CLERK INFORMATION			NOTES			
SIGNED BY: <u>KYLE HODGE</u> DATE: <u>10/13/15</u>							PRELIMINARY PRESENT TO BOS			Body Armor has expired and no longer meet safety requirements. Sheriff's Department currently seeking proper disposal options.  PAGE 4 of 4			
PRINT NAME: <u>SIGNATURE ON FILE</u>							October 19, 2015						
DISPOSED BY: <u>AMY HENLEY</u> DATE: <u>12/07/15</u>							FINAL PRESENT TO BOS						
PRINT NAME: <u>SIGNATURE ON FILE</u>							January 19, 2016						
INV CLERK: <u>CHARMAINE MCCOOL</u> DATE: <u>10/13/15</u>							DATE INVENTORY DISPOSED IN AS400						
SIGNATURE ON FILE							DATE BOS FINAL MINS ATTACHED						

6) Tax Assessor

DEPT	Tax Assessor			NRC = NON REPAIRABLE (COST)	K = THOUSANDS			DEPT #	103	
NAME:				NR = NON REPAIRABLE	H = HUNDREDS			LOC #		
				DAS = DECLARE AS SURPLUS	D = DOLLARS					
ASSET #	DESCRIPTION	SERIAL #	ISSUE/REASON FOR DISPOSAL	Y R A C C O U N T	C O S T	LOCATION AT PRELIMINARY	PRELIMINARY APPROVAL DATE	DISPOSED OF BY	FINAL DISPOSAL LOCATION	DATE OF FINAL APPROVAL
32410	Motorola H/H Radio	921YCW0127	NRC = NON REPAIRABLE (COST)	03	800	TA Office	01/04/16	C MCCOOL	EWASTE	
32411	Motorola H/H Radio	921UCW0164	NRC = NON REPAIRABLE (COST)	03	800	TA Office	"	"	"	
32412	Motorola H/H Radio	921YCW0221	NRC = NON REPAIRABLE (COST)	03	800	TA Office	"	"	"	
32413	Motorola H/H Radio	921YCW0267	NRC = NON REPAIRABLE (COST)	03	800	TA Office	"	"	"	
32414	Motorola H/H Radio	921YCW0208	NRC = NON REPAIRABLE (COST)	03	800	TA Office	"	"	"	
32415	Motorola H/H Radio	921YCW0169	NRC = NON REPAIRABLE (COST)	03	800	TA Office	"	"	"	
35753	Motorola H/H Radio	921TEY2997	NRC = NON REPAIRABLE (COST)	05	800	TA Office	"	"	"	
39685	Motorola H/H Radio	921TJS3629	NRC = NON REPAIRABLE (COST)	08	800	TA Office	"	"	"	
AUTHORIZATION TO DISPOSE						INVENTORY CLERK INFORMATION		NOTES		
SIGNED BY: <u>Parker Pickle</u> DATE: <u>12/14/15</u>				PRELIMINARY PRESENT TO BOS		UNITS ARE LOCATED AT MY DESK AREA				
PRINT NAME: <u>Signature on file</u>				<b>January 4, 2016</b>						
DISPOSED BY: <u>Charmaine McCool</u> DATE: <u>01/08/16</u>				FINAL PRESENT TO BOS						
PRINT NAME: <u>Signature on file</u> Confirmation initiated by FB				<b>January 19, 2016</b>						
INV CLERK: <u>Charmaine McCool</u> DATE: <u>12/14/15</u>				DATE INVENTORY DISPOSED IN AS400						
<u>Signature on file</u>				DATE BOS FINAL MINS ATTACHED						

2. EMS Billing Report

December 2015

Number of ambulance runs billed: 122  
 Amount billed: \$43,857.00  
 Amount collected: \$35,782.67  
 Un-collectable amount: \$3,809.00

	Eudora	Lewisburg	Walls
Dispatched Calls:	66	79	74
Refusals:	24	23	22
Standby Only:	1	1	5
Billed:	36	48	37
Other:	5	4	10

Other = unable to locate patient, treated and transferred, treated and released, no treatment required, no patient found, dead at scene, cancelled and unknown.

November 2015

Number of ambulance runs billed: 113  
 Amount billed: \$40,562.00  
 Amount collected: \$31,218.31  
 Un-collectable amount: \$2,930.02

Fiscal Year To Date Collections:  
 Number of ambulance runs billed: 365  
 Amount billed: \$130,801.00  
 Amount collected: \$103,970.54  
 Un-collectable amount: \$10,524.80

3. Sheriff's Department – Accept Reimbursement Claim from MDOC for Inmate Housing – October & November 2015

4. Road Department Safety Report

FROM: Stan Rochelle  
 DATE: 01-19-2016  
 SUBJECT: Safety Report

Workman Compensation Claims:  
 There were no workman compensation claims this month.

Accidents  
 No accidents this month.

Weather  
 Supplies for winter weather are stockpiled. The trucks and tractors are ready for spreading sand and salt.

5. Justice Court Report

December 2015

Criminal Cases Filed	150
Civil Cases Filed	625
Traffic Tickets Filed	1,005
Total Cases Filed	1,780
State Assessments	\$87,328.68
County General Fund	\$137,175.95
DPS	\$4,900.00
Total Collections	\$229,404.63

6. Bailiff Pay

BAILIFF PAY

I Liz Medlin request \$ 190.00 : pay for serving as civil and criminal court bailiff 2 days per month, as per section 25-7-27(1(e)) and 19-19-8 provided under section 25-3-69 MS Code.

District 1  
Judge: [Signature] Dates

Civil	Criminal
<u>12/11/15</u>	<u>12/11/15</u>
<u>12/18/15</u>	<u>12/18/15</u>

BAILIFF PAY

I Betty Holloway request \$ 245.00 : pay for serving as civil and criminal court bailiff 3 Days per month, as per section 25-7-27(1(e)) and 19-19-8 provided under section 25-3-69 MS Code.

District 1  
Judge: \_\_\_\_\_ Dates

Civil	Criminal

District 2  
Judge: \_\_\_\_\_ Dates

Civil	Criminal

District 3  
Judge: \_\_\_\_\_ Dates

Civil	Criminal

District 4  
Judge: [Signature] Dates

Civil	Criminal
<u>12-01-15</u>	<u>12-01-15</u>
<u>12-15-15</u>	<u>12-15-15</u>

District 5  
Judge: \_\_\_\_\_ Dates

Civil	Criminal
	<u>12-07-15</u>

Constable Betty Holloway  
Date 12-31-15

**BAILIFF PAY**

I, Lee Hodge, request \$ 95.00 : pay for serving as civil and criminal court bailiff 1 Day per month, as per section 25-7-27(1(e)) and 19-19-8 provided under section 25-3-69 MS Code.

District 1  
Judge \_\_\_\_\_ Dates \_\_\_\_\_

Civil	Criminal
_____	_____
_____	_____
_____	_____

District 2  
Judge \_\_\_\_\_ Dates \_\_\_\_\_

Civil	Criminal
_____	_____
_____	_____
_____	_____

District 3  
Judge \_\_\_\_\_ Dates \_\_\_\_\_

Civil	Criminal
_____	_____
_____	_____
_____	_____

District 4  
Judge \_\_\_\_\_ Dates \_\_\_\_\_

Civil	Criminal
_____	_____
_____	_____
_____	_____

District 5  
Judge \_\_\_\_\_ Dates \_\_\_\_\_

Civil	Criminal
<u>12/14/15</u>	<u>12/14/15</u>
_____	_____
_____	_____

Constable Lee Hodge  
Date 12-31-15

**7. Office of Procurement**

- a. Request to Approve Bid Specifications & Solicit Bids for Lawn Care & Landscaping – Bid File #16-151-002
- b. Request to Approve Bid Specifications & Solicit Bid for Purchase of One or More Single Axle Dump Trucks – Bid File #16-156-016
- c. Request to Approve Bid Specifications & Solicit Bids for Re-Bricking Sheriff Administration Building – Bid File #16-315-001
- d. December 2015 Procurement Purchase - IT

**8. Tax Assessor – Corrections for the 2015 Land Roll**

**9. Monthly Health Claims & Insurance Trends**

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

Funding Request	Date Paid	Amount	Claim Type
Date			
12/1/15	12/1/15	\$84,814.92	Administration Fees
12/7/15	12/8/15	\$47,216.32	Medical
12/7/15	12/8/15	\$4,685.80	Dental
12/7/15	12/8/15	\$21,866.68	Pharmacy
12/15/15	12/16/15	\$37,506.05	Medical
12/15/15	12/16/15	\$7,192.70	Dental
12/15/15	12/16/15	\$31,040.12	Pharmacy
12/21/15	12/22/15	\$98,036.53	Medical
12/21/15	12/22/15	\$4,998.25	Dental
12/21/15	12/22/15	\$56,655.40	Pharmacy
12/28/15			Medical
12/28/15			Dental
12/28/15			Pharmacy
<b>TOTAL</b>		<b>\$394,012.77</b>	

**10. Administrative Services – Correction to 2016 Appointment Book – Add Andy Swims as County Engineer in place of Scott Young.**

**11. Horn Lake Creek Interceptor Sewer District– Salary Adjustment**

Supervisor Lee Caldwell made the motion and Supervisor Michael Lee seconded the motion to approve the actions and matters 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>ABSENT</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Michael Lee, Fifth District	<u>YES</u>

Supervisor Medlin asked how the County split the spay/neuter days with Horn Lake. Animal Services Director Monica Mock stated that Horn Lake had paid the motel fee last time and the County will pay the motel bill this time.

Supervisor Lee asked what the large amount of seizures was from. Sheriff Rasco stated it was money from drug arrests.

**See Exhibit F**

**G. OLD BUSINESS**

**1. Justice Court Assistant Prosecutor Job Description**

County Administrator Vanessa Lynchard presented the job description for the assistant prosecutor that County Prosecutor Craig Treadway submitted, as requested by the Board. Mrs. Lynchard pointed out that Mr. Treadway did not list the plea day as the 6<sup>th</sup> day for the part-time prosecutor.

Supervisor Mark Gardner made the motion and Supervisor Lee Caldwell seconded the motion to approve the job description, adding one plea day a month; authorize Human Resources to post the job; and authorize a budget amendment to cover the salary of \$26,268 (one half of the County Prosecutor salary).

The motion passed by a vote as follows:

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

**See Exhibit G.1.**

**2. Appointments – North Delta PDD**

County Administrator Vanessa Lynchard informed the Board that Mr. James Curcio from North Delta Planning and Development District contacted her to say they needed the Board appointments to meet their deadline. The current appointees have agreed to serve another term.

Supervisor Jessie Medlin made the motion and Supervisor Michael Lee seconded the motion to approve the North Delta Board members of Lorine Cady, Lee Caldwell, Vanessa Lynchard, and Charlie Reese to another 1 year term.

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 G.2.

**3. DCRUA - Appointment of Barry Bridgforth to Board**

Supervisor Mark Gardner stated that he had spoken with Mr. Bridgforth and he is willing to continue as an at-large appointee on the DCRUA board.

Supervisor Mark Gardner made the motion and Supervisor Michael Lee seconded the motion to re-appoint Barry Bridgforth as an at-large appointee on the DCRUA board.

The motion passed by a vote as follows:

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

**H. NEW BUSINESS**

**1. Animal Services – Safety Video**

Animal Services Director Monica Mock presented a safety video that was made at the Animal Shelter by the shelter employees. County Administrator Vanessa Lynchard informed the Board that when Ms. Mock attended a Worker’s Comp meeting, the presenter said she asked great questions and recommended that her department make the first video. Mrs. Lynchard stated that this was a real investment on the part of the Animal Services Department, and it is part of an effort to save the County money by doing our own training videos. Mrs. Mock said that it really brought safety to the forefront of everyone’s mind as they were filming the video. Mrs. Mock directed the video and Asst. Director Jason Patrick did the filming. The Board expressed their appreciation to the entire staff at Animal Services and thanked Mrs. Mock for doing an excellent job.

**2. Request to Void Tax Sale – Parcel #2069-3200.0-00016.00**

County Administrator Vanessa Lynchard stated that the Tax Collector’s office submitted the request for the tax sale to be voided and the buyer, Emily Webb, be refunded \$461.68.

Supervisor Lee Caldwell made the motion and Supervisor Michael Lee seconded the motion to void the tax sale, finding the same to have occurred erroneously, and refund \$461.48 to the buyer, Emily Webb.

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. Facilities Management: Update on Facilities Projects**

**a. Sheriff’s Administration Building**

Facilities Director Robert Jarman stated that the Sheriff’s Administration Building has been a long process, but the contractor is now into substantial completion. Mr. Jarman has done a final walk-through with the architects and there are a few minor items left on the punch list. Mr. Jarman stated he

still needs to do a walk-through with the Sheriff and the Inspection Committee, Supervisors Gardner and Medlin.

Supervisor Mark Gardner asked about the number of days Viktor Hall is over the contract. Board Attorney Tony Nowak stated that they are over 100 days by his calculations. Mr. Nowak also stated that the County will owe the architect firm for extra time spent on the job, per the ETFC contract.

**See Exhibit H.3.a.**

**b. Jail Expansion Report & Change Order – Need Board President Signature**

Mr. Jarman stated that the heat and air has now passed the test and balance and all inspections are complete. No action was taken.

**See Exhibit H.3.b.**

**c. EMA Building Manual Transfer Switch for Generator**

Mr. Jarman informed the Board that he has two quotes on the transfer switch for the EMA generator as directed by the Board at the December 14, 2015 meeting. The quotes were presented and Mr. Jarman recommends using Whitfield Electric as the lowest and best qualified bid at \$20,290. Mr. Jarman also stated that an extensive search for grant money had turned up nothing.

Mrs. Lynchard reminded the Board that this is not funded.

Supervisor Lee Caldwell made the motion and Supervisor Michael Lee seconded the motion to approve the installation of the manual transfer switch for the EMA generator by Whitfield Electric, as the lowest and best qualified bid; and to authorize the budget amendment to move the money from ending cash to Facilities Management.

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.c.**

**d. Lighting, DHS, Ag Building, Animal Services Updates**

Mr. Jarman informed the Board that the LED lighting has been installed at DHS and the Administration Building parking lots. The bills are showing some savings already, but he feels a few months will really show a difference.

Mr. Jarman stated the kennel area is done at Animal Services. He said the Animal Services employees have done a lot to help the project along by removing kennels, cleaning, and using smaller areas to be out of the way of the work being done. He commended Animal Services for making the project much easier and for operating out of half their usable area.

Mrs. Jarman stated that the DHS build-out is almost complete. He informed the Board that he had budgeted \$25,000 for the project and \$18,000 has been spent to date. After completion an invoice and work report will be sent to the State, and the County will be reimbursed 75%-80% of the total cost.

**See Exhibit H.3.d.**

**e. Ag Building Quote**

Mr. Jarman presented to the Board a quote on restroom partitions for the Ag Building. These partitions are solid plastic and will not rust or need painting. He stated that the walls in the restrooms need to be fixed. He further stated that Facilities is going to re-glaze the tile and change the color after acid

washing the tile. This method is cheaper than re-tiling and, if it works well, the method will be used on other projects. Both restrooms will be done for apx. \$6,000 and this was budgeted in the Facilities Budget.

**See Exhibit H.3.e.**

**f. Administration Building and Courtroom Carpet Quote**

Mr. Jarman presented two quotes to re-carpet 3 courtrooms in the Courthouse. He stated this is just for the public areas. Mr. Jarman recommends going with the low quote from C & C Flooring in Youth Court of \$9,451.09 and the two other courtrooms to go with Hernando Flooring's low quotes of \$9443.43 in Circuit and \$9,737.57 in Chancery. Mr. Jarman stated he had asked for \$50,000 in Facilities' budget, and this is \$28, 632.09 of it. He further stated that they will be using carpet squares, so that when places get worn the repairs will be much more economical.

Mr. Jarman said he did not ask to do anything in the Planning Department in his budget, but he has more than needed for the Courthouse, so he would like to use some of that and go with the low quote from C & C Flooring of \$5,674.27. Mr. Jarman also recommends the low quote of \$7,650.18 from C & C Flooring to re-carpet the Tax Assessor's Office. He stated that the Tax Collector's office is not listed because of painting and some building that is going to be happening soon.

Supervisor Mark Gardner made the motion and supervisor Lee Caldwell seconded the motion to approve the purchase over \$25,000 and accept the low quotes as recommended by Mr. Jarman above.

The motion passed by a vote as follows:

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

**See Exhibit H.3.f.**

**g. Juvenile Court Architect Approval**

Mr. Jarman informed the Board that he is recommending Urban ARCH Architecture to look at options for the juvenile courtroom to go in at the old jail. Mrs. Lynchard stated that her only concern is that Urban ARCH is not an expert on jail buildings. Mr. Jarman stated that if the County goes forward with them, they will hire someone who is ACA certified to look over their design to be sure it is secure.

Supervisor Medlin asked what their percentage is. Mr. Jarman said that it is cost plus 10% and then any extra work is paid hourly.

Board Attorney Tony Nowak said there is a lump sum of \$48,700, then expenses plus 10% on top of that, plus an hourly rate for work beyond the scope of work described in the agreement. (Action taken below on H.3. i.)

**See Exhibit H.3.g.**

**h. Courthouse ADA Compliance Assessment**

Mr. Jarman told the Board he is trying to come up with a better way to get ADA compliant on the main entrance of the Courthouse and the witness area of the main courtroom. He said Circuit Clerk Dale Thompson is concerned about compliance with the presidential elections coming up. Mrs. Thompson is looking into being able to use some election funds to help with the cost of renovations. (Action taken below on H.3. i.)

**See Exhibit H.3.h.**

**i. Administration Building ADA Compliance Assessment**

Mr. Jarman stated that when this building was completed, it was in compliance. With new ADA codes, we are not compliant because of tilted parking spaces and not enough landings on the sidewalk to the building. He proposes landing every 40 feet and benches so that people can stop and rest if needed.

Supervisor Medlin asked if a sidewalk could be built connecting the employee entrance with the main sidewalk so that people who use the wrong sidewalk can get across the grassy area. Mr. Jarman said his department can install a sidewalk.

**See Exhibit H.3.i.**

Mr. Jarman presented preliminary assessments on items H.3.g-i. as exhibits.

Supervisor Lee Caldwell made the motion and Supervisor Michael Lee seconded the motion to approve Mr. Jarman to have Urban ARCH draw up design proposals on the Juvenile Court project, Courthouse ADA Compliance Assessment, and Administration Building ADA Compliance Assessment, as discussed as part of items H.3.g-i.

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.3.g.-i.**

**4. Office of Procurement – 911 Dispatch Furniture Bid Tab – Bid File #16-200-003**

Procurement Coordinator Karen McNeil stated that they had 5 vendors for this bid. The Procurement Department recommends awarding the bid to Russ Bassett at \$102,775.79 as the lowest and best qualified bid for Bid File #16-200-003. Mrs. McNeil pointed out to the Board that the Staples bid had a clerical error and the corrected amount is the lowest bid, but they did not meet all the specifications required so it is not a qualified bid. It was also noted that Staples has a history of poor service with the County.

Supervisor Medlin asked what type furniture this will be. Mr. Jarman stated that it is designed specifically to be dispatcher furniture and to be used 24 hours a day. He said it is very heavy duty and built better than a regular office desk. The bid includes installation and the 8-week time frame should work out with the move to the new building.

County Administrator Vanessa Lynchard informed the Board that, by going out for bids, they have saved the County over \$20,000.

Supervisor Jessie Medlin made the motion and Supervisor Mark Gardner seconded the motion to award the bid for dispatch furniture to Russ Bassett as the lowest and best qualified bid, after determining that Staples was not a qualified bid, nor the best bid after finding there have been service issues with Staples.

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.4.**

**5. Office of Finance and Accounting**

**a. Inventory Dispositions - Preliminary**

1) Sheriff's Department – SID Forfeiture

SHERIFF DEPARTMENT					DATE TO BE PRESENTED AT BOARD MEETING:		01/19/16	
						DATE AS RECEIVED FROM:	AMY HENLEY	01/05/16
<i>SAMPLE</i>					ATTACH COPY OFF FORFEITURE PAPERWORK.			
<i>DECLARATION OF FORFEITURES</i>								
AGENCY	CASE #		DATE DECLARED	MFGR	YEAR	DESCRIPTION	SERIAL #	VALUE
SID	2015-21131	xxxx	01/04/16	FORD	2002	xxx	xxxx	1000.00
COUNTY ASSET #45489					T250-L227-F120-D200			

Ms. McCool informed the Board that SID has requested names and other personal information not be published on forfeitures and seizures.

Supervisor Lee Caldwell made the motion and Supervisor Michael Lee seconded the motion to authorize adding the forfeiture vehicle to the County 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.5.a.1.**

- 2) Election Commission – Automark Voter Terminals
- 3) Election Commission – Optical Scan Voting Machines, Precinct Scanners

Ms. McCool presented these inventory dispositions from the Election Commission that are pending due to a bid that is coming up. These items will not be disposed until new ones are purchased and these will be used as trade in.

DEPT		ELECTION COMMISSION		NRC = NON REPAIRABLE (COST)		K = THOUSANDS		DEPT #:		180	
NAME:				NR = NON REPAIRABLE		H = HUNDREDS		LOC #:		180	
				DAS = DECLARE AS SURPLUS		D = DOLLARS					
ASSET #	GRANT	DESCRIPTION	SERIAL #	ISSUE/REASON FOR DISPOSAL	Y R A C O	C O S T	LOCATION AT PRELIMINARY	PRELIMINARY APPROVAL DATE	DISPOSED OF BY	FINAL DISPOSAL LOCATION	DATE OF CORRECTION
1	34441	AUTOMARK VOTER TERMINAL /101	AMO106431205	DECLARE AS SURPLUS	06	5K	EC - STORAGE				
2	34442	AUTOMARK VOTER TERMINAL /102	AMO106421821	DECLARE AS SURPLUS	06	5K	EC - STORAGE				
3	34443	AUTOMARK VOTER TERMINAL /103	AMO106431275	DECLARE AS SURPLUS	06	5K	EC - STORAGE				
4	34444	AUTOMARK VOTER TERMINAL /104	AMO106432882	DECLARE AS SURPLUS	06	5K	EC - STORAGE				
5	34445	AUTOMARK VOTER TERMINAL /105	AMO106432026	DECLARE AS SURPLUS	06	5K	EC - STORAGE				
6	34446	AUTOMARK VOTER TERMINAL /106	AMO106421108	DECLARE AS SURPLUS	06	5K	EC - STORAGE				
7	34447	AUTOMARK VOTER TERMINAL /207	AMO106432807	DECLARE AS SURPLUS	06	5K	EC - STORAGE				
8	34448	AUTOMARK VOTER TERMINAL	AMO106432111	DECLARE AS SURPLUS	06	5K	EC - STORAGE				
9	34449	AUTOMARK VOTER TERMINAL /202	AMO106430310	DECLARE AS SURPLUS	06	5K	EC - STORAGE				
10	34450	AUTOMARK VOTER TERMINAL /203	AMO106431317	DECLARE AS SURPLUS	06	5K	EC - STORAGE				
11	34451	AUTOMARK VOTER TERMINAL /204	AMO106430888	DECLARE AS SURPLUS	06	5K	EC - STORAGE				
12	34452	AUTOMARK VOTER TERMINAL /205	AMO106421716	DECLARE AS SURPLUS	06	5K	EC - STORAGE				
13	34453	AUTOMARK VOTER TERMINAL /206	AMO106431964	DECLARE AS SURPLUS	06	5K	EC - STORAGE				
14	34454	AUTOMARK VOTER TERMINAL /301	AMO106432226	DECLARE AS SURPLUS	06	5K	EC - STORAGE				
15	34455	AUTOMARK VOTER TERMINAL /302	AMO106431490	DECLARE AS SURPLUS	06	5K	EC - STORAGE				
16	34456	AUTOMARK VOTER TERMINAL /303	AMO106430279	DECLARE AS SURPLUS	06	5K	EC - STORAGE				
17	34457	AUTOMARK VOTER TERMINAL /304	AMO106432835	DECLARE AS SURPLUS	06	5K	EC - STORAGE				
18	34458	AUTOMARK VOTER TERMINAL /305	AMO106431975	DECLARE AS SURPLUS	06	5K	EC - STORAGE				
19	34459	AUTOMARK VOTER TERMINAL /306	AMO106432861	DECLARE AS SURPLUS	06	5K	EC - STORAGE				
20	34460	AUTOMARK VOTER TERMINAL /401	AMO106432775	DECLARE AS SURPLUS	06	5K	EC - STORAGE				
21	34461	AUTOMARK VOTER TERMINAL /501	AMO106430583	DECLARE AS SURPLUS	06	5K	EC - STORAGE				
22	34462	AUTOMARK VOTER TERMINAL /502	AMO106432787	DECLARE AS SURPLUS	06	5K	EC - STORAGE				
23	34463	AUTOMARK VOTER TERMINAL /503	AMO106431488	DECLARE AS SURPLUS	06	5K	EC - STORAGE				
24	34464	AUTOMARK VOTER TERMINAL /402	AMO106431414	DECLARE AS SURPLUS	06	5K	EC - STORAGE				
25	34465	AUTOMARK VOTER TERMINAL /403	AMO106431935	DECLARE AS SURPLUS	06	5K	EC - STORAGE				
26	34466	AUTOMARK VOTER TERMINAL /404	AMO106432506	DECLARE AS SURPLUS	06	5K	EC - STORAGE				
27	34467	AUTOMARK VOTER TERMINAL /405	AMO106431971	DECLARE AS SURPLUS	06	5K	EC - STORAGE				
28	34468	AUTOMARK VOTER TERMINAL /406	AMO106430671	DECLARE AS SURPLUS	06	5K	EC - STORAGE				
29	34469	AUTOMARK VOTER TERMINAL /407	AMO106421175	DECLARE AS SURPLUS	06	5K	EC - STORAGE				
30	34470	AUTOMARK VOTER TERMINAL /504	AMO106432789	DECLARE AS SURPLUS	06	5K	EC - STORAGE				
31	34471	AUTOMARK VOTER TERMINAL /506	AMO106431636	DECLARE AS SURPLUS	06	5K	EC - STORAGE				
32	34472	AUTOMARK VOTER TERMINAL /505	AMO106431636	DECLARE AS SURPLUS	06	5K	EC - STORAGE				
33	34473	AUTOMARK VOTER TERMINAL /507	AMO106432818	DECLARE AS SURPLUS	06	5K	EC - STORAGE				
34	34476	AUTOMARK VOTER TERMINAL	AMO106431773	DECLARE AS SURPLUS	06	5K	EC - STORAGE				
35	34477	AUTOMARK VOTER TERMINAL	AMO106432808	DECLARE AS SURPLUS	06	5K	EC - STORAGE				
36	34478	AUTOMARK VOTER TERMINAL	AMO106430292	DECLARE AS SURPLUS	06	5K	EC - STORAGE				
37	34479	AUTOMARK VOTER TERMINAL /508	AMO106432833	DECLARE AS SURPLUS	06	5K	EC - STORAGE				
38	34480	AUTOMARK VOTER TERMINAL	AMO105481060	DECLARE AS SURPLUS	06	5K	EC - STORAGE				
39	34481	AUTOMARK VOTER TERMINAL	AMO105460205	DECLARE AS SURPLUS	06	5K	EC - STORAGE				
40	34482	AUTOMARK VOTER TERMINAL	AMO1065500223	DECLARE AS SURPLUS	06	5K	EC - STORAGE				
41	34711	AUTOMARK VOTER TERMINAL	AMO106430821	DECLARE AS SURPLUS	06	5K	EC - STORAGE				
42	34712	AUTOMARK VOTER TERMINAL	AMO106431403	DECLARE AS SURPLUS	06	5K	EC - STORAGE				
43	34713	AUTOMARK VOTER TERMINAL	AMO106420105	DECLARE AS SURPLUS	06	5K	EC - STORAGE				
44	34714	AUTOMARK VOTER TERMINAL	AMO105510559	DECLARE AS SURPLUS	06	5K	EC - STORAGE				
45	34715	AUTOMARK VOTER TERMINAL	AMO106431313	DECLARE AS SURPLUS	06	5K	EC - STORAGE				

AUTHORIZATION TO DISPOSE				INVENTORY CLERK INFORMATION				NOTES			
DALE K THOMPSON				PRELIMINARY PRESENT TO BOS				PER BID PACKAGE #16-180-001 THE ABOVE ITEMS TO BE DECLARED AS SURPLUS FOR TRADE-IN OR TO SELL OUT RIGHT			
SIGNED BY: DANNY KLEIN		DATE: 01/08/2016		January 19, 2016							
PRINT NAME: SIGNATURES ON FILE				FINAL PRESENT TO BOS							
DISPOSED BY: _____ DATE: _____				DATE INVENTORY DISPOSED IN AS400							
PRINT NAME: _____				DATE BOS FINAL MINS ATTACHED							
INV CLERK: CHARMAINE MCCOOL		DATE: 01/08/2016		SIGNATURES ON FILE							

DEPT	ELECTION COMMISSION			NRC = NON REPAIRABLE (COST)	K = THOUSANDS		DEPT #:	180		
NAME:				NR = NON REPAIRABLE	H = HUNDREDS		LOC #:	180		
				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
1	31937	OPTICAL SCAN VOTING MACHINE	15650	DECLARE AS SURPLUS	02	61H	EC STORAGE			
2	31938	OPTICAL SCAN VOTING MACHINE	15652	DECLARE AS SURPLUS	02	61H	EC STORAGE			
3	31939	OPTICAL SCAN VOTING MACHINE	15653	DECLARE AS SURPLUS	02	61H	EC STORAGE			
4	31940	OPTICAL SCAN VOTING MACHINE	15656	DECLARE AS SURPLUS	02	61H	EC STORAGE			
5	31941	OPTICAL SCAN VOTING MACHINE	15657	DECLARE AS SURPLUS	02	61H	EC STORAGE			
6	31942	OPTICAL SCAN VOTING MACHINE	15658	DECLARE AS SURPLUS	02	61H	EC STORAGE			
7	31943	OPTICAL SCAN VOTING MACHINE	15659	DECLARE AS SURPLUS	02	61H	EC STORAGE			
8	31944	OPTICAL SCAN VOTING MACHINE	15660	DECLARE AS SURPLUS	02	61H	EC STORAGE			
9	31945	OPTICAL SCAN VOTING MACHINE	15661	DECLARE AS SURPLUS	02	61H	EC STORAGE			
10	31946	OPTICAL SCAN VOTING MACHINE	15662	DECLARE AS SURPLUS	02	61H	EC STORAGE			
11	31947	OPTICAL SCAN VOTING MACHINE	15663	DECLARE AS SURPLUS	02	61H	EC STORAGE			
12	31948	OPTICAL SCAN VOTING MACHINE	15664	DECLARE AS SURPLUS	02	61H	EC STORAGE			
13	31949	OPTICAL SCAN VOTING MACHINE	15665	DECLARE AS SURPLUS	02	61H	EC STORAGE			
14	31950	OPTICAL SCAN VOTING MACHINE	15666	DECLARE AS SURPLUS	02	61H	EC STORAGE			
15	31951	OPTICAL SCAN VOTING MACHINE	15667	DECLARE AS SURPLUS	02	61H	EC STORAGE			
16	31952	OPTICAL SCAN VOTING MACHINE	15668	DECLARE AS SURPLUS	02	61H	EC STORAGE			
17	31953	OPTICAL SCAN VOTING MACHINE	15669	DECLARE AS SURPLUS	02	61H	EC STORAGE			
18	31954	OPTICAL SCAN VOTING MACHINE	15670	DECLARE AS SURPLUS	02	61H	EC STORAGE			
19	31955	OPTICAL SCAN VOTING MACHINE	15671	DECLARE AS SURPLUS	02	61H	EC STORAGE			
20	31956	OPTICAL SCAN VOTING MACHINE	15674	DECLARE AS SURPLUS	02	61H	EC STORAGE			
21	31957	OPTICAL SCAN VOTING MACHINE	15713	DECLARE AS SURPLUS	02	61H	EC STORAGE			
22	31958	OPTICAL SCAN VOTING MACHINE	15714	DECLARE AS SURPLUS	02	61H	EC STORAGE			
23	31959	OPTICAL SCAN VOTING MACHINE	15715	DECLARE AS SURPLUS	02	61H	EC STORAGE			
24	31960	OPTICAL SCAN VOTING MACHINE	15716	DECLARE AS SURPLUS	02	61H	EC STORAGE			
25	31961	OPTICAL SCAN VOTING MACHINE	15717	DECLARE AS SURPLUS	02	61H	EC STORAGE			
26	31962	OPTICAL SCAN VOTING MACHINE	15718	DECLARE AS SURPLUS	02	61H	EC STORAGE			
27	31963	OPTICAL SCAN VOTING MACHINE	15719	DECLARE AS SURPLUS	02	61H	EC STORAGE			
28	31964	OPTICAL SCAN VOTING MACHINE	15720	DECLARE AS SURPLUS	02	61H	EC STORAGE			
29	31965	OPTICAL SCAN VOTING MACHINE	15721	DECLARE AS SURPLUS	02	61H	EC STORAGE			
30	31966	OPTICAL SCAN VOTING MACHINE	15722	DECLARE AS SURPLUS	02	61H	EC STORAGE			
31	31967	OPTICAL SCAN VOTING MACHINE	15723	DECLARE AS SURPLUS	02	61H	EC STORAGE			
32	31968	OPTICAL SCAN VOTING MACHINE	15724	DECLARE AS SURPLUS	02	61H	EC STORAGE			
33	31969	OPTICAL SCAN VOTING MACHINE	15725	DECLARE AS SURPLUS	02	61H	EC STORAGE			
34	31970	OPTICAL SCAN VOTING MACHINE	15726	DECLARE AS SURPLUS	02	61H	EC STORAGE			
35	31971	OPTICAL SCAN VOTING MACHINE	15727	DECLARE AS SURPLUS	02	61H	EC STORAGE			
36	31972	OPTICAL SCAN VOTING MACHINE	15728	DECLARE AS SURPLUS	02	61H	EC STORAGE			
37	31973	OPTICAL SCAN VOTING MACHINE	15731	DECLARE AS SURPLUS	02	61H	EC STORAGE			
38	31974	OPTICAL SCAN VOTING MACHINE	15732	DECLARE AS SURPLUS	02	61H	EC STORAGE			
39	31975	OPTICAL SCAN VOTING MACHINE	15733	DECLARE AS SURPLUS	02	61H	EC STORAGE			
40	31976	OPTICAL SCAN VOTING MACHINE	15737	DECLARE AS SURPLUS	02	61H	EC STORAGE			
41	41183	PRECINCT SCANNER	231091	DECLARE AS SURPLUS	10	35H	EC STORAGE			
42	41184	PRECINCT SCANNER	231461	DECLARE AS SURPLUS	10	35H	EC STORAGE			
43	41185	PRECINCT SCANNER	231462	DECLARE AS SURPLUS	10	35H	EC STORAGE			
44	41186	PRECINCT SCANNER	231489	DECLARE AS SURPLUS	10	35H	EC STORAGE			
45	41187	PRECINCT SCANNER	231525	DECLARE AS SURPLUS	10	35H	EC STORAGE			

  

AUTHORIZATION TO DISPOSE	INVENTORY CLERK INFORMATION	NOTES
SIGNED BY: DALE K THOMPSON	PRELIMINARY PRESENT TO BOS	PER BID PACKAGE #16-180-001 THE ABOVE ITEMS TO BE DECLARED AS SURPLUS FOR TRADE-IN OR TO SELL OUT RIGHT
PRINT NAME: DANNY KLEIN DATE: 01/08/2016	January 19, 2016	
DISPOSED BY: _____ DATE: _____	FINAL PRESENT TO BOS	
PRINT NAME: _____	DATE INVENTORY DISPOSED IN AS400	
INV CLERK: CHARMAINE MCCOOL DATE: 01/08/2016	DATE BOS FINAL MINS ATTACHED	
SIGNATURES ON FILE		

Supervisor Lee Caldwell made the motion and Supervisor Mark Gardner seconded the motion to approve the preliminary disposition and authorize the trade in of election equipment pending the purchase of new equipment.

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.

4) EMS

Ms. McCool stated that these defibrillators will be declared surplus and used as trade in.

DEPT	EMS			NRC = NON REPAIRABLE (COST)	K = THOUSANDS		DEPT #:	240		
NAME:				NR = NON REPAIRABLE	H = HUNDREDS		LOC #:	240		
				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
40043	ZOLL E-SERIES DEFIBULATOR	AB09I011839	DECLARE AS SURPLUS FOR TRADE-IN	09	22K	EMS SOTE				
40041	ZOLL E-SERIES DEFIBULATOR	AB09I011840	DECLARE AS SURPLUS FOR TRADE-IN	09	23K	EMS SOTE				
40042	ZOLL E-SERIES DEFIBULATOR	ABI0D014140	DECLARE AS SURPLUS FOR TRADE-IN	09	22K	EMS SOTE				
40044	ZOLL E-SERIES DEFIBULATOR	AB09I012038	DECLARE AS SURPLUS FOR TRADE-IN	09	22K	EMS SOTE				
	ZOLL E-SERIES DEFIBULATOR	AB09L012866	DECLARE AS SURPLUS FOR TRADE-IN			EMS SOTE				
AUTHORIZATION TO DISPOSE						INVENTORY CLERK INFORMATION		NOTES		
SIGNED BY: FIODOR BARANIUK		DATE: 01/07/16		PRELIMINARY PRESENT TO BOS		PER BID PACKAGE #16-240-001 08/04/2015 THE ABOVE ITEMS TO BE DECLARED AS SURPLUS FOR TRADE-IN OR TO SELL OUT RIGHT.				
PRINT NAME: SIGNATURE ON FILE				January 19, 2016						
DISPOSED BY:		DATE:		FINAL PRESENT TO BOS						
PRINT NAME:				DATE INVENTORY DISPOSED IN AS400						
INV CLERK: CHARMAINE MCCOOL		DATE: 01/07/16		DATE BOS FINAL MINS ATTACHED						
SIGNATURE ON FILE										

Supervisor Mark Gardner made the motion and Supervisor Jessie Medlin seconded the motion to disposition and authorize the trade in of defibrillators pending the purchase of new ones.

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.4.

5) Facilities Management – Camera

Ms. McCool stated that this camera is broken and non-repairable.

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 G	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: ROBERT JARMAN		DATE: 01/07/16		PRELIMINARY PRESENT TO BOS						
PRINT NAME: SIGNATURE ON FILE				January 19, 2016						
DISPOSED BY:		DATE:		FINAL PRESENT TO BOS						
PRINT NAME:				DATE INVENTORY DISPOSED IN AS400						
INV CLERK: CHARMAINE MCCOOL		DATE: 01/07/16		DATE BOS FINAL MINS ATTACHED						
SIGNATURE ON FILE										

Supervisor Mark Gardner made the motion and Supervisor Lee Caldwell seconded the motion to authorize the disposal of the camera as listed above.

The motion passed by a vote as follows:

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

See Exhibit H.5.a.5.

6) Fleet Management -

Fleet Manager J.R. Conlee asked the Board to disregard #30007 Ford F150 Pickup on the disposal list. He stated they will be keeping that vehicle.

DEPT	Fleet Management			NRC = NON REPAIRABLE (COST)	K = THOUSANDS				DEPT #	
NAME:				NR = NON REPAIRABLE	H = HUNDREDS				LOC #:	
				DAS = DECLARE AS SURPLUS	D = DOLLARS					
ASSET #	DESCRIPTION	SERIAL #	ISSUE/REASON FOR DISPOSAL	Y R A C C O U N T	C O S T	LOCATION AT PRELIMINARY	PRELIMINARY APPROVAL DATE	DISPOSED OF BY	FINAL DISPOSAL LOCATION	DATE OF FINAL APPROVAL
30007	FORD F150 PICKUP	1FTZX1728XKA22844	DAS = DECLARE AS SURPLUS	99	17K	FLEET MGT				
31702	CHEVY SLIVERADO PICKUP	H1GCEC14U62340082	DAS = DECLARE AS SURPLUS	02	14K	FLEET MGT				
32404	CHEVY SLIVERADO PICKUP	1GCEC14V13Z195843	DAS = DECLARE AS SURPLUS	03	14K	FLEET MGT				
34553	CHEVY MALIBU CAR	1G1ZT58N87F275823	DAS = DECLARE AS SURPLUS	07	14K	FLEET MGT				
39528	FORD F150 PICKUP	1FTRF12298KE99794	DAS = DECLARE AS SURPLUS	08	13K	FLEET MGT				
39534	FORD FOCUS CAR	1FAHP35N29W133489	DAS = DECLARE AS SURPLUS	08	13K	FLEET MGT				
<b>AUTHORIZATION TO DISPOSE</b>						<b>INVENTORY CLERK INFORMATION</b>		<b>NOTES</b>		
SIGNED BY: <u>JOHNNY CONLEE</u>				DATE: <u>01/12/16</u>		PRELIMINARY PRESENT TO BOS				
PRINT NAME: <u>Signature on file</u>						<b>January 19, 2016</b>				
DISPOSED BY: _____				DATE: _____		FINAL PRESENT TO BOS				
PRINT NAME: _____						DATE INVENTORY DISPOSED IN AS400				
INV CLERK: <u>CHARMAINE MCCOOL</u>				DATE: <u>01/12/16</u>		DATE BOS FINAL MINS ATTACHED				
Signature on file										

Supervisor Lee Caldwell made the motion and Supervisor Mark Gardner seconded the motion to authorize the disposal of the vehicles listed above excluding #30007 Ford F150 Pickup.

The motion passed by a vote as follows:

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

See Exhibit H.5.a.6.

7) Road Department – Truck, Mower & Tractors

Ms. McCool stated these items are going to auction at the end of the month. Road Manager Andy Swims stated they have been waiting for a larger auction to try and get a better price.

Supervisor Gardner asked for the hours on the tractors. Ms. McCool returned to the meeting and reported that one tractor had 5200 hours and the other had 3200. Mr. Swims stated that the tractor with less hours has had multiple large repairs.

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 G	C O S T	LOCATION AT PRELIMINARY	PRELIMINARY APPROVAL DATE	DISPOSED OF BY	FINAL DISPOSAL LOCATION	DATE OF CORRECTION
33668	FORD 2004 F350	1FTWW33P04EC142721	DAS = DECLARE AS SURPLUS	04	28K	CENTRAL MAINTENANC E				
35868	JOHN DEERE 6420 TRACTOR	L06420H486299	DAS = DECLARE AS SURPLUS	06	62K	CENTRAL MAINTENANC E				
35869	WITH ALAMO SIDE MOUNT MOWER	1100	DAS = DECLARE AS SURPLUS	06	10K	CENTRAL MAINTENANC E				
36009	JOHN DEERE 6420 TRACTOR WITH ATTACH	L06430H57579	DAS = DECLARE AS SURPLUS	08	89K	CENTRAL MAINTENANC E				
AUTHORIZATION TO DISPOSE				INVENTORY CLERK INFORMATION			NOTES			
SIGNED BY: <u>KIM NORTHCUT</u> DATE: <u>01/11/16</u>				PRELIMINARY PRESENT TO BOS						
PRINT NAME: <u>SIGNATURE ON FILE</u>				<b>January 19, 2016</b>						
DISPOSED BY: _____ DATE: _____				FINAL PRESENT TO BOS						
PRINT NAME: _____				DATE INVENTORY DISPOSED IN AS400						
INV CLERK: <u>CHARMAINE MCCOOL</u> DATE: <u>01/11/16</u>				DATE BOS FINAL MINS ATTACHED						
SIGNATURE ON FILE										

Supervisor Lee Caldwell made the motion and Supervisor Mark Gardner seconded the motion to authorize the disposal of the vehicle, mower and tractors listed 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>

See Exhibit H.5.a.7.

8) Sheriff's Department – Vehicles

Ms. McCool presented the following vehicles for disposal. Sheriff Rasco stated that the engine blew up in the Crown Vic. Ms. McCool reported that the van has been sitting at Central Maintenance for quite some time, has 168,662 miles, and no lights.

DEPT	SHERIFF'S DEPARTMENT			NRC = NON REPAIRABLE (COST)	K = THOUSANDS			DEPT	200	
NAME:				NR = NON REPAIRABLE	H = HUNDREDS			LOC		
				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 FINAL APPROVAL
19049	FORD VAN E35 1995	1FBJS31H7SHB87105	Surplus--Auction	95	20K	SO-CM Shop				
39808	FORD 2005 CV (Beelman)	2FAHP71W45X156860	Surplus--Auction	09	10K	SO-CM Shop				
AUTHORIZATION TO DISPOSE				INVENTORY CLERK INFORMATION			NOTES			
SIGNED BY: <u>KYLE HODGE</u> DATE: <u>01/07/16</u>				PRELIMINARY PRESENT TO BOS						
PRINT NAME: <u>SIGNATURE ON FILE</u>				FINAL PRESENT TO BOS						
DISPOSED BY: _____ DATE: _____				DATE INVENTORY DISPOSED IN AS400						
PRINT NAME: _____				DATE BOS FINAL MINS ATTACHED						
INV CLERK: <u>CHARMAINE MCCOOL</u> DATE: <u>01/08/16</u>										
SIGNATURE ON FILE										

Supervisor Lee Caldwell made the motion and Supervisor Michael Lee seconded the motion to authorize the disposal of the vehicles listed 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                    YES  
Supervisor Michael Lee, Fifth District                        YES

See Exhibit H.5.a.8.

**b. Claims Docket**

Chief Financial Officer Andrea Freeze presented a page by page declaration of the Claims Docket. Accounting Office Manager Stephanie Hanks brought invoice documentation to address any questions.

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

Page 52 – Galls \$401.94 and \$30 shipping – The invoice showed this was a spotlight.

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

Page 1 – Pioneer Credit Recovery – Mrs. Hanks said this is the fee paid to Pioneer for collections in Justice Court.

Page 13 – Mid South Emergency Lighting – Mr. Jarman said that was the parking lot lights.

Page 30 – Bill Fowler - \$8,392.95 – Sheriff Rasco said that was a car that was wrecked. Insurance paid some of the costs.

Page 38 – Precision Communications – Supervisor Gardner stated that is for siren maintenance. – Supervisor Caldwell asked why Summer Hill Fire Dept was so much more. The invoice showed Summer Hill had a speaker driver replaced and a bucket truck fee.

Page 6 – Has more sirens and a duplicate for Fairhaven. Mrs. Lynchard said page 6 shows insurance claims from lightning.

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

Page 6 – Stegall Backhoe – Mrs. Hanks said that was supposed to be Stegall Notary, but will be voided out completely because a notary book had been found that Anne Richmond can use.

Page 59 – unreturned item charges – Mr. Swims stated that those charges come up from time to time, and are taken off when the uniforms are returned. If former employees do not turn in uniforms, the cost is taken out of their final check.

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

Page 7 – Tri State Consultants, Randy Williams – The invoice showed this was a registration fee for a seminar he will be attending.

Page 9 – Butler Snow – Are they done with the handbooks? Mrs. Lynchard said they are done with their part unless we need them to go back over it. Mr. Nowak stated that their original quote was \$12,000 but they only billed 75% upon delivery of the manual, and he feels the County should go on and pay this part.

Page 12 – Memphis Ice Machine – Repair \$349.65 – Are we doing preventative maintenance on these machines? Mr. Jarman stated that Facilities has them on the schedule with the AC units to be sure they all get checked.

Page 12 – Mississippi Filters - \$3,547 – Mr. Jarman said that changes all the filters county-wide quarterly. He looked at doing that in-house but the cost of filters does not make it cost effective.

Page 13 – Memphis Pool Supply - \$386.90 – Mr. Jarman said that was a new fountain head for the Admin Building's fountain.

Page 28 – Paul Leslie & Lee Hutchins – Mrs. Hanks said that is an advance for their dog certification in Alabama. Because Officer Leslie is an instructor, they let us have an extra student.

Page 39 – There are different costs on the constables. – Mrs. Lynchard stated that Keith Combes is using some equipment he already owns.

Page 52 – Task Force – Rescue Direct – Mrs. Hanks said that is for 4 knives, strobes, underwater equipment.

Page 56 – Volunteer Fire – Zones \$278 – Mrs. Hanks said that is for 2 docking stations. Mrs. Lynchard said EMA bought them out of their budget line rather than IT.

Page 71 – Phase 2 Murphy & Sons – Mr. Jarman said they are still working on some small items. Test and balance on AC did not pass so we were holding back some money.

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 Michael Lee seconded the motion to authorize the Chancery Clerk to pay the bills as presented by the Chief Financial Officer except for the

line items regarding the sirens and knives as discussed by Supervisors Caldwell & Gardner on pages 6, 38, and 52.

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>

**Addendum:** Later in the meeting, Mrs. Lynchard found the knives were lost in a swift water rescue exercise at Enid Lake spillway and were purchased with Homeland Security grant money. Mrs. Freeze found the sirens were on 2 different purchase orders. One was for the insurance claims line after lightning struck some sirens and the other was routine maintenance. The routine maintenance detected a system-wide problem and found some areas were without siren coverage, therefore an emergency purchase was required.

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 on page 6, 38, and 52 relating to the knives and sirens.

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>

## **6. Contracts Administration**

### **a. AT&T Jail Tracker – Signature Required**

Director of Procurement and Administrative Services Pat McLeod informed the Board this contract is for the purchase and installation of E911 safety answering equipment for Sheriff's cars.

Supervisor Jessie Medlin made the motion and Supervisor Lee Caldwell seconded the motion to authorize the Board President to sign the AT&T Jail Tracker contract.

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.**

### **b. Road Dept. – SSR, Inc. (Traffic Engineering) Contract Amount Changed – Signature Req.**

Mrs. McLeod stated this is a three-year contract and up for another three-year renewal. Mr. Swims stated that the County deals with Tiffany Heard at SSR.

Supervisor Caldwell asked if any other companies were interested in having this business. Mr. Swims said the County has several that give rates and are ready to use when the County needs them. He said they just keep these on file at the Road Department

Supervisor Caldwell stated that there are other firms to choose from, this is just one for the list. Mr.

Swims affirmed.

Supervisor Lee Caldwell made the motion and Supervisor Jessie Medlin seconded the motion to authorize the Board President to sign the three-year contract with SSR.

The motion failed 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>ABSENT</u>
Supervisor Lee Caldwell, Fourth District	<u>NO</u>
Supervisor Michael Lee, Fifth District	<u>NO</u>

See Exhibit H.6.b.

**c. Consideration for Ratification of Presented Agreements and Contracts**

Mrs. McLeod informed the Board that the new Board may wish to ratify all existing contracts. Mrs. Kim Cox has looked at all the past year’s contracts and compiled the list presented.

Supervisor Jessie Medlin asked is Mrs. Cox had looked at all of the contracts to see if they are needed and still exist. Mrs. McLeod stated that Mrs. Cox had looked at the dates and checked with the department heads to see if they are necessary. She said this is an active list. Mrs. Cox keeps up with close-outs and contracts that are not needed.

Supervisor Mark Gardner made the motion and Supervisor Lee Caldwell seconded the motion to ratify the presented agreements and contracts.

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 Medlin asked if, for example, the Olive Branch Tax Assessor listed on page 6 is between the City of Olive Branch and Parker Pickle. Mr. Nowak affirmed.

See Exhibit H.6.c.

**7. Sheriff’s Department**

**a. Purchase over \$5,000 – Motorcycle Equipment**

Sheriff Rasco informed the Board that the Sheriff’s Department has 6 radios on motorcycles that are car radios and not waterproof. The radios he is requesting are waterproof. Sheriff Rasco stated that the 6 radios in use now will be put in cars.

Mrs. McLeod stated that the Sheriff wanted to go with the higher bid because it was from the manufacturer and he felt support would be better. The manufacturer assured Mrs. McLeod that their support would be equal either way. The Procurement Department recommends going with the lower bid from Intapol with the manufacturer’s promise of full support.

Supervisor Mark Gardner made the motion and Supervisor Lee Caldwell seconded the motion to accept the Procurement Department’s recommendation to go with the lowest and best qualified bid and purchase the motorcycle radios and attachments from Intapol as listed in Exhibit H.7.a.

The motion passed by a vote as follows:

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

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

See Exhibit H.7.a.

**b. SID – Purchase over \$25,000**

Sheriff Rasco stated that the Sheriff’s Department has 2 vehicles in the fleet that need to be replaced.

Mrs. McLeod said she had to take off the F150 quote because it cannot be bought off state contract. She informed the Board that Procurement is working on getting quotes and hopes to bring them before the meeting is ended.

Mrs. Lynchard asked that all departments please go through Procurement to get their quotes in the future. She stated the person making the requisition is not supposed to be the one getting quotes.

Supervisor Mark Gardner asked if the quote for the 2016 Dodge Durango at \$27,876.00 is a State contract purchase and the Sheriff affirmed.

Supervisor Mark Gardner made the motion and Supervisor Michael Lee seconded the motion to authorize the purchase of the 2016 Dodge Durango on State contract for \$27,876.00 from Landers Dodge for the Sheriff’s Department SID.

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.7.b.

**Addendum:** Mrs. McLeod informed the Board that Procurement has been successful in getting quotes for the F150 as requested by the Sheriff. She stated that the quotes are from Country Ford and Homer Skelton Ford with Country Ford having the lowest bid of \$31,533. Mrs. McLeod said the Procurement recommends accepting the bid from Country Ford for a 2016 Ford F150 Crew Cab 4x4 at \$31,533 as the lowest and best qualified, and said the money would come from the Sheriff’s seizure funds.

Supervisor Jessie Medlin made the motion and Supervisor Mark Gardner seconded the motion to authorize the purchase of the approved vehicle, a year, make, model for \$, from Country Ford 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.7.b.addendum.

**8. Request Refund of 2015 Taxes – Parcel #2086323000 00028.03 – Shirley Saint**

Chancery Clerk Misty Heffner reminded the Board that Mrs. Saint came in last year and the Board did a refund and reinstated her 2012, 2013, & 2014 Homestead. The Board was not able to do anything about 2015 at that time, but now can. Mrs. Heffner stated that Mrs. Saint has filed her Homestead for 2016 so all her information should be correct going forward. The refund amount is \$570.54.

Supervisor Lee Caldwell made the motion and Supervisor Michael Lee seconded the motion to reinstate Mrs. Saint's Homestead for 2015, as she remained a qualified spouse at the time of her husband's death, and authorize a refund of \$570.54.

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.

## 9. Administrative Services – Earth Day – Closing of the Square

Director of Procurement and Administrative Services Pat McLeod informed the Board that we are beginning to work on Earth Day 2016. The date has been set for April 23<sup>rd</sup>. Mrs. McLeod informed the Board that she, Supervisor Caldwell, and Lynn Ford have met with representatives from Hernando and the Chamber of Commerce. In order to help grow the event, we are asking the city to close the square. The two main reasons are to try and get people off the grass and crossing the street is a safety issue.

Supervisor Caldwell agreed that the streets being open do create a safety issue particularly because of the number of children involved.

Mrs. McLeod stated that she just wanted to let the Board know we are going to ask the city for this.

## 10. Road Department

### a. Road Condition List

Road Manager Andy Swims informed the Board that this list is prepared each year with updates on conditions for every road in the County. He also informed the Board that it is required by law for each supervisor to sign an affidavit stating that all roads and bridges in the County have been inspected.

Supervisor Medlin asked Mr. Swims who came up with the terminology listed. Mr. Swims stated that this was the terminology used long before he became Road Manager. He said the definitions are listed on the front page of Exhibit H.10.a.

Supervisor Lee Caldwell made the motion and Supervisor Mark Gardner seconded the motion to approve the Road Condition List and make it a 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>ABSENT</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Michael Lee, Fifth District	<u>YES</u>

See Exhibit H.10.a.

### b. Board Signature of Affidavits – All Districts

Mr. Swims stated that Mrs. Cox has the affidavits of road inspections in the Administrative Office for the Supervisors to sign as required by law.

### c. Approval/Adoption of 2016-19 Four-Year Road Plan

Mr. Swims handed out copies of the 4-year Road Plan as emailed to the Supervisors for their review. He stated this plan is supposed to be adopted before February 1 of each year. Mr. Swims also stated

that this plan can be amended at any time the Board chooses. Mr. Swims pointed out that pavement preservation is being used and is a much better use of money.

Supervisor Jessie Medlin would like a drawing showing the divisions listed. Mr. Swims said he would get that to all the Supervisors.

Supervisor Lee Caldwell stated that Gwynn Road needs attention badly. When MDOT shut down Hwy 51 it took a toll on Gwynn Road. She stated the County needs to go to City of Hernando and see how much they can help. Supervisor Caldwell also stated that Highway 301 is not on the list. Mr. Swims said the County can use State Aid funds for Highway 301 and may use some County funds as well.

Supervisor Jessie Medlin made the motion and Supervisor Lee Caldwell seconded the motion to approve and adopt the four-year plan and make it a 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>ABSENT</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Michael Lee, Fifth District	<u>YES</u>

See Exhibit H.10.c.

**d. Request to Make Changes to Official Road Register & to Make Official Road Map and Register a Part of Permanent Minutes**

Mr. Swims stated that Center Hill Cove needs to be added to the Official Road Register.

Supervisor Jessie Medlin made the motion and Supervisor Michael Lee seconded the motion to add Center Hill Cove to the Official Road Register, and approve the updated Road Register and Road Map 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.10.d.

**e. Finding of Fact – 7420 Byhalia Road**

Road Manager Andy Swims brought a finding of fact regarding 7420 Byhalia Road that flooding of the public road at this address presents a situation that would adversely affect the health, safety and welfare of the citizens of DeSoto County in accordance with Mississippi code section 19-5-92.1, and ultimately damage a public road.

Mr. Swims further stated that the Road Department will replace the existing driveway culvert and install a larger one that will allow a better flow of water in the ditch thereby alleviating the public road flooding. The cost would be approximately \$4,356.55. Mr. Swims informed the Board that this has been an ongoing problem and a good deal of work has been done to repair the shoulder and ditch at this site.

Supervisor Michael Lee made the motion and Supervisor Jessie Medlin seconded the motion to authorize the Road Department to do the work at 7420 Byhalia Road based on the finding of fact that there is a situation that would adversely affect the health, safety and welfare of the citizens of DeSoto County and ultimately damage a public 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>ABSENT</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Michael Lee, Fifth District	<u>YES</u>

See Exhibit H.10.e.

**11. DHS – SNAP Employment and Training Workfare Agreement**

County Administrator Vanessa Lynchard informed the Board that the old SNAP program rules changed in January and now state that any able-bodied person has to work to receive SNAP benefits. Such persons in the program are required to look for a job for two months and submit 20 locations where they have applied each week. If unable to find a job, they can do volunteer work to hone their job skills. This is an endeavor of Governor Bryant to get people off food stamps. There is a formula that determines the number of hours each person must work. Employers participating in the program have a contract with the State stating these persons cannot fill vacancies from hiring freezes, lay-offs, or firings. The Employer must provide Workmen’s Comp insurance, perform their own background check, and perform drug testing as required.

Supervisor Mark Gardner voiced his concern that a person would volunteer for the County, get hurt, and file a Workmen’s Comp claim. Mrs. Lynchard said that could potentially happen, but the County would be selective where they are placed. Mrs. Lynchard also stated that the County has used these people for a long time under another program and some have been hired as a result. She said employers can be selective about who works for them.

Supervisor Lee Caldwell made the motion and Supervisor Michael Lee seconded the motion to approve the SNAP Employment & Training Workfare Agreement 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>NO</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.11.

**12. Fire & EMA – Rural Fire Truck Acquisition – Nesbit & Walls**

County Administrator Vanessa Lynchard informed the Board that EMA has put back \$140,000 for the purchase of Fire Trucks. Nesbit and Walls have the most immediate needs. When the Rural Fire Truck Acquisition Grant money comes in, EMA will be able to pay the rest of the money.

Supervisor Lee Caldwell made the motion and Supervisor Michael Lee seconded the motion to allow EMA to go out for bids for two fire trucks.

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>

**13. Homestead Reinstatement – Mrs. Martha Stanley**

County Administrator Vanessa Lynchard informed the Board that Mrs. Stanley’s husband passed away

in February 2014. He was the original and only signer on the Homestead application. The Chancery Clerk was notified in June 2014 that Mrs. Stanley was on the disallow list. At that time Chancery was not sending certified letters, and Mrs. Stanley did not receive the letter. She has produced her driver's license proving her age as over 65 when her husband died.

Board Attorney Tony Nowak stated that if a surviving spouse qualifies for Homestead at the time of the spouse's death, Homestead is not disallowed.

Supervisor Medlin asked if the taxes have been paid. Mrs. Stanley said she did not pay them when she found out the amount, but she did re-file in the Tax Assessor's office.

Supervisor Lee Caldwell made the motion and Supervisor Mark Gardner seconded the motion to recognize and approve Mrs. Stanley's Homestead Exemption for 2015.

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.13

#### 14. Proclamation for The Great Kindness Challenge

Supervisor Mark Gardner informed the Board that Southaven Intermediate School is participating in The Great Kindness Challenge, and has asked the Board to proclaim the week of January 25-29, 2016 as The Great Kindness Challenge Week where KINDNESS MATTERS in DeSoto County and beyond. Supervisor Gardner stated that the City of Southaven has adopted a similar proclamation.

Supervisor Gardner also extended an invitation to the Board to participate in greeting students as they arrive to Southaven Intermediate School on Monday, January 25<sup>th</sup>.

Supervisor Jessie Medlin made the motion and Supervisor Michael Lee seconded the motion to adopt The Great Kindness Challenge Proclamation and proclaim January 25-29, 2016 as The Great Kindness Challenge Week.

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.14

#### 15. Tax Collector – Erroneous Tax Sale – Dillingham

County Administrator Vanessa Lynchard informed the Board this is another case where the husband died, the wife qualified for Homestead and was not notified of taxes due, and the property was sold at a tax sale to Mr. Alan Lombardo for \$762.91. She noted that Mrs. Dillingham's Homestead is now correct.

Supervisor Mark Gardner made the motion and Supervisor Lee Caldwell seconded the motion to void the erroneous tax sale and refund the purchase price of \$762.91 to Mr. Alan Lombardo.

The motion passed by a vote as follows:

Supervisor Jessie Medlin, First District	<u>YES</u>
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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.15.

### 16. School Board Recognition Week Resolution

County Administrator Vanessa Lynchard informed the Board that the week of February 14-20, 2016 is designated as School Board Appreciation Week. She stated that in previous years, the Board President or a designated Board member has gone to the School Board meeting and made a presentation of a Resolution of Appreciation for the School Board Members of the DeSoto County School District.

Supervisor Jessie Medlin made the motion and Supervisor Mark Gardner seconded the motion to adopt a Resolution of Appreciation for the School Board Members of the DeSoto County School District.

The motion passed by a vote as follows:

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

See Exhibit H.16.

### 17. Local & Private Legislation – Sheriff’s Department

Board Attorney Tony Nowak stated that he has drafted a resolution requesting local and private legislation to keep the office of the DeSoto County Sheriff any place that is convenient; and to permit one or more satellite offices of the DeSoto County Sheriff. Mr. Nowak further stated that a Board Resolution has to accompany a request for legislation.

Supervisor Mark Gardner made the motion and Supervisor Lee Caldwell seconded the motion to adopt the resolution, submit the draft language requesting local and private legislation to keep the office of the DeSoto County Sheriff any place that is convenient, to permit one or more satellite offices of the DeSoto County Sheriff, 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>ABSENT</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Michael Lee, Fifth District	<u>YES</u>

Supervisor Gardner stated that Senators Blackwell and Parker said they will sponsor the legislation in the Senate; and Representatives Kincade and Foster said they will sponsor in the House.

Supervisor Caldwell asked if there is a satellite station in Olive Branch. The Sheriff affirmed. Supervisor Caldwell said she would like to see one on the west side of the County.

See Exhibit H.17.

#### Addendum:

During the discussion of the Sheriff’s motorcycle radios, Supervisor Gardner brought up a budget discussion from August 24, 2015 regarding all radios and P25 compliance. E911 Coordinator James Powell was asked to come and give an overview of the radio situation to the Board.

Mr. Powell stated that GoLive is projected for the end of March, first of April time frame. He stated

the old radios will work for approximately 60 – 90 days after that. Mrs. Lynchard said she was informed that there would be a one year period. Mr. Powell said it would not be that long a grace period. He stated the turn-around time for receiving radios after ordering is around 3 – 4 weeks.

Supervisor Gardner asked if the Board should go on and purchase new radios for the Constables. Mr. Powell did recommend that to eliminate double installation and programming fees.

Supervisor Caldwell said that if the County purchases 5 new radios for the Constables, the old radios could possibly be used in other departments

Supervisor Gardner stated that the County needs to get on that very quickly and he feels we should order the bulk of the radios to try and get a better price. He referred to the August 2015 meeting and said that Chief Bobby Storey said after the first of the year we could get better pricing. Supervisor Gardner expressed concern that the time for ordering and getting P25 compliant is fast approaching.

Supervisor Jessie Medlin asked if the Constables need a mobile (car) radio and a portable radio. Mr. Powell said a mobile radio will always get better coverage than a portable.

Supervisor Michael Lee said he felt a handheld (portable) would work for a Constable since they stay in their area. He suggested a docking station in the car. Mr. Powell stated the only issues would be in-building and on the west end of the County where there is always a coverage problem. The Board discussed meeting with EMA, 911, and Constables to determine the actual need; and to find out the total number of radios needed along with specs. Mrs. Lynchard said all that can be determined by the next meeting.

Mr. Powell stated that the issue with leaving the old system running once the new system is up and fully in place, there will not be enough room on the towers for both systems. He said the longer the County stays on both systems, there will be room for holes in the systems.

Supervisor Mark Gardner made the motion and Supervisor Lee Caldwell seconded the motion to get a count of radios needed, authorize bid specs to be ready to send out, and bring the information to the next Board 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>

Supervisor Lee Caldwell asked the Board to consider authorizing a sign that lists several address numbers to be placed on the County right of way for emergency personnel's benefit. The road in question is not a public road and the families have had issues with ambulances finding them. She said a fire would be terrible because there are no markings on the highway to locate them. Mr. Swims said the Road Department can make signs like that in house. Mr. Nowak stated the County can use specific funds from E911 to place such signs when it is determined signage is necessary to further emergency response services. Mr. Powell stated that each home needs to have clear markings as well.

## I. PLANNING COMMISSION

### 1. NEW BUSINESS

#### a. Consent

- i. **Anna Davis Minor Lot (7033) - Application is for approval of Final Subdivision of one (1) lot of 6.0 acre(s), one (1) lot of 12.0 acre(s), and one (1) lot of 22.74 acre(s), property identified as Parcel #2-02-5-16-00-0-00002-00. Subject property is located on the south side of Lance Road and east of Old Pigeon Roost Road in Section 16, Township 2, Range 5 and is zoned Agricultural (A) (District 1)**

**Applicant: Willie-Ann Madison**

- ii. **James Bramlett Minor Lot (7036) - Application is for approval of Final Subdivision of one (1) lot of 2.99 acre(s), property identified as Parcel #3-07-4-19-00-0-00011-00. Subject property is located on the west side of Hwy 51 and north of Deer Trail Drive in Section 19, Township 3, Range 7 and is zoned Agricultural (A) (District 5)  
Applicant: James Bramlett**
  
- iii. **Earl Ward Minor Lot (7037) - Application is for approval of Final Subdivision of one (1) lot of 8.60 acre(s), property identified as Parcel #3-09-2-09-00-0-00012-00. Subject property is located on the west side of Hwy 301 and north of Hwy 304 in Section 9, Township 3, Range 9 and is zoned Agricultural (A) (District 4)  
Applicant: Earl Ward**

Mr. Hopkins presented the Consent Agenda.

Supervisor Caldwell made the motion and Supervisor Lee 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	ABSENT
THIRD DISTRICT SUPERVISOR, BILL RUSSELL	ABSENT
FOURTH DISTRICT SUPERVISOR, LEE CALDWELL	YES
FIFTH DISTRICT SUPERVISOR, MICHAEL LEE	YES

b. **Minor Lot**

- i. **G.E. McIntosh Minor Lot (7032) - Application is for minor lot subdivision approval of two (2) lots on 7.77 acre(s) to include a waiver of the 4 to 1 depth to width ratio, identified as Parcel(s) #2-06-4-17-00-0-00023-01. Subject property is located on the south side of Dunn Lane and east of Craft Road in Section 17, Township 2, Range 6 and is zoned Agricultural-Residential (A-R). (District 5)  
Applicant: Bradley McIntosh**

Mr. Hopkins presented the application for G.E. McIntosh Minor Lot for minor lot subdivision approval of two (2) lots on 7.77 acre(s) to include a waiver of the 4 to 1 depth to width ratio. He stated the Planning Commission recommended approval of the application and the waiver.

Supervisor Lee stated that this is family owned property and the son wants to build a home next his parents.

Supervisor Lee made the motion and Supervisor Caldwell seconded the motion to approve the G.E. McIntosh Minor Lot for minor lot subdivision approval of two (2) lots on 7.77 acre(s) to include a waiver of the 4 to 1 depth to width ratio.

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	ABSENT
FOURTH DISTRICT SUPERVISOR, LEE CALDWELL	YES
FIFTH DISTRICT SUPERVISOR, MICHAEL LEE	YES

**2. OTHER**

**a. Johnson Creek Greenway Engineer Selection**

Mr. Cardosi stated the Planning Department would like to know how the Board of Supervisors would like to handle the selection of engineers for this project. He stated the committee suggested Waggoner Engineering since they are familiar with the project.

Supervisor Medlin asked what the expected engineering fees would be for this project. Mr. Nowak stated under the small purchase guidelines the fees cannot exceed \$150,000 per phase. Mr. Nowak stated that Mr. Huffman, with Waggoner Engineering, did not expect any phase to exceed that amount.

Supervisor Lee made the motion and Supervisor Caldwell seconded the motion to use the small purchase process to select Waggoner Engineering for the Johnson Creek Greenway project since they are already very familiar with the project.

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	ABSENT
FOURTH DISTRICT SUPERVISOR, LEE CALDWELL	YES
FIFTH DISTRICT SUPERVISOR, MICHAEL LEE	YES

**b. Mr. Nowak stated he wanted to add Villages of Hawks Crossing to the Agenda. He stated CB&S Bank has presented an addendum and an easement.**

Supervisor Lee made the motion and Supervisor Caldwell seconded the motion to approve the addendum to the letter of agreement with CB&S Bank and accept the easement dedication from CB&S Bank as presented.

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	ABSENT
FOURTH DISTRICT SUPERVISOR, LEE CALDWELL	YES
FIFTH DISTRICT SUPERVISOR, MICHAEL LEE	YES

Deputy Director Austin Cardosi reported the Planning Department has issued 97 permits more than last year; just short of a 10% increase.

Supervisor Jessie Medlin made the motion and Supervisor Lee Caldwell seconded the motion to accept the report from the Planning Commission and make it a part of the Board minutes.

**See Exhibit I.**

**J. EXECUTIVE SESSION**

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

Supervisor Jessie Medlin made the motion and Supervisor Mark Gardner seconded the motion to adjourn the Board meeting until February 1, 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>YES</u>
Supervisor Bill Russell, Third District	<u>ABSENT</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>

Supervisor Michael Lee, Fifth District

YES

THIS the 19<sup>th</sup> day of January, 2016, these minutes have been read and approved by the DeSoto County Board of Supervisors.

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Jessie Medlin, President  
DeSoto County Board of Supervisors