

**DESOTO COUNTY BOARD OF SUPERVISORS**

**BOARD MEETING MINUTES**

**DISTRICT THREE BILL RUSSELL, Presiding at Opening**

**After Passing of the Gavel**

**DISTRICT ONE JESSIE MEDLIN, Presiding**

**January 4, 2016**

**A. CALL TO ORDER**

The January 4, 2016 meeting of the DeSoto County Board of Supervisors was called to order by Supervisor Bill Russell, Outgoing Board President.

Sheriff Bill Rasco of the DeSoto County Sheriff’s Department was present and opened the DeSoto County Board of Supervisors meeting in a regular session to hear all business before the Board of Supervisors. The following officials were present:

Supervisor Jessie Medlin	District 1
Supervisor Mark Gardner	District 2
Supervisor Bill Russell	District 3
Supervisor Lee Caldwell	District 4
Supervisor Michael Lee	District 5
Sheriff Bill Rasco	Sheriff
Misty Heffner	Chancery Clerk
Vanessa Lynchard	County Administrator
Tony Nowak	Board Attorney

**B. INVOCATION**

Supervisor Mark Gardner introduced Rev. Warren Richardson, pastor of Summit Church in Nesbit, MS to give the invocation.

**C. PLEDGE OF ALLEGIANCE**

**D. APPROVAL OF DECEMBER MINUTES**

Supervisor Mark Gardner said that he has had several comments directed to him regarding Judge Lynchard’s speech at the swearing-in ceremony and asked County Administrator Vanessa Lynchard if she would get copies of his speech. Mrs. Lynchard said, speaking for Judge Lynchard, it is an honor for the Judge to perform the swearing-in ceremony and he does not take it lightly.

The Board of Supervisors considered the minutes for December as presented.

Supervisor Jessie Medlin made the motion and Supervisor Mark Gardner seconded the motion to accept the minutes of the Board of Supervisors for December, 2015, as presented this day. The motion included approving all minutes, as presented with those changes previously presented, pursuant to Section 19-3-27 of the Mississippi Code of 1972, annotated.

The motion passed by a vote as follows:

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

See Exhibit D.

**E. APPROVAL OF AGENDA: ADDITIONS AND DELETIONS**

County Administrator Vanessa Lynchard had the following items to add to the agenda:

- 1. **EMS – Billing Software Renewal** (New J.6.)
- 2. **Local & Private Legislation – Sheriff’s Office Greater than ½ mile of Courthouse** (New J.7.)
- 3. **IT Purchase Over \$25,000** (New J.8.)
- 4. **Committees to Inspect**
  - a. **Sheriff’s Administration Building**

Supervisor Lee Caldwell made the motion and Supervisor Michael Lee seconded the motion to appoint Supervisor Mark Gardner and Supervisor Jessie Medlin to inspect the Sheriff’s Administration Building.

The motion passed by a vote as follows:

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

**b. DHS Building Expansion**

Supervisor Lee Caldwell made the motion and Supervisor Bill Russell seconded the motion to appoint Supervisor Mark Gardner and Supervisor Jessie Medlin to inspect the DHS Building Expansion.

The motion passed by a vote as follows:

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

- 5. **Veteran Service Lease Agreement** (New J.9.)
- 6. **Accounting – Budget Amendment** (New J.10)
- 7. **Planning Commission – Minor Lot Subdivision** (Planning K.1.a.ii.)

County Administrator Vanessa Lynchard asked the Board to delete item I.3. Noah’s Law from Old Business.

Other Additions:

- 8. **Sheriff Bill Rasco asked the Board to consider Sheriff’s Department Equipment in Executive Session.**
- 9. **Supervisor Jessie Medlin stated that he had received a phone call over the weekend regarding newspapers that are thrown at all driveways and not picked up thus creating a**

**litter problem.** The Commercial Appeal does this weekly and Supervisor Medlin asked the Board to authorize Mrs. Lynchard to send a letter to the Commercial Appeal to reevaluate the free papers. The County is trying to control litter and this is adding to the problem. Supervisor Medlin asked Mr. Henry Bailey, who was in attendance, to check with the DeSoto Times/Tribune about the same thing.

Supervisor Jessie Medlin made the motion and Supervisor Lee Caldwell seconded the motion to authorize Mrs. Lynchard to send a letter to the Commercial Appeal asking them to reevaluate throwing the free papers and contributing to the litter problem in DeSoto County.

The motion passed by a vote as follows:

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

**10. Supervisor Mark Gardner asked the Board to approve an extra day of travel for him to attend a task force meeting in Jackson on Friday, January 8<sup>th</sup>.** This would require an extra night's stay at the Cabot Lodge in Jackson.

Supervisor Jessie Medlin made the motion and Supervisor Lee Caldwell seconded the motion to authorize an extra day of travel for Supervisor Mark Gardner on January 8<sup>th</sup>.

The motion passed by a vote as follows:

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

Supervisor Lee Caldwell made the motion and Supervisor Michael Lee seconded the motion to approve the Agenda with the additions and deletions set forth above.

The motion passed by a vote as follows:

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

**See Exhibit E.**

## **F. CITIZEN REMARKS & PRESENTATIONS**

No one came forward with remarks before the Board.

## **G. 2016 TERM OF THE BOARD OF SUPERVISORS**

### **1. Organization of the Board of Supervisors: Election of Officers**

Supervisor Bill Russell stated that he appreciated being the Board President for the past year. He remarked that he appreciated Rev. Richardson saying people expect total representation, and this Board does not agree on everything, but they totally represent the people of this County. This Board looks at the value of the project for the entire County. Supervisor Lee Caldwell commended Supervisor Russell for a job well done as President and allowing the Board to serve as a complete Board. She stated that Supervisor Russell served and represented the Board well.

Supervisor Lee Caldwell made the motion and Supervisor Mark Gardner seconded the motion to nominate and elect Supervisor Jessie Medlin as Board President and Supervisor Michael Lee as Board Vice-President. No other nominations were brought before the 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>YES</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Michael Lee, Fifth District	<u>YES</u>

Supervisor Bill Russell passed the gavel to Supervisor Jessie Medlin, who then took over the duties of presiding over the meeting.

**2. Approval of Bonds (Acknowledgement from Chancery Clerk that Bonds are Executed and Recorded)**

**a. Approval of Bonds for Board of Supervisors by Chancery Clerk.**

Chancery Clerk Misty Heffner stated that all the Supervisor’s bonds are executed and recorded in good order.

Supervisor Mark Gardner made the motion and Supervisor Lee Caldwell seconded the motion to accept the bond approval of the Board of Supervisors by the Chancery Clerk.

The motion passed by a vote as follows:

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

**b. Approval of Bonds for Newly-Elected Officials by Board of Supervisors**

Chancery Clerk Misty Heffner stated that all bonds for all the elected officials are executed and recorded in good order.

Supervisor Lee Caldwell made the motion and Supervisor Michael Lee seconded the motion to accept the bond approvals of all Elected Officials by the Chancery Clerk.

The motion passed by a vote as follows:

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

**3. Appointments to Statutory Positions**

Appointment	Appointed		Expires
	By:	Appointee	
County Administrator	Board	Vanessa Lynchard	1/4/2016
County Road Manager	Board	Andy Swims	1/4/2016

Comptroller	Board	Andrea Freeze	1/4/2016
Board Attorney	Board	Tony Nowak	1/4/2016
County Engineer	Board	Scott Young	1/4/2016
County Fire Investigator	Board	Bobby Storey	1/4/2016
Justice Court Clerk	Board	Pat Sanford	1/4/2016
Purchasing Clerk	Board	Pat McLeod	1/4/2016
Inventory Clerk	Board	Charmaine McCool	1/4/2016
Receiving Clerk	Board	Ann Richmond	1/4/2016

Supervisor Lee Caldwell made the motion and Supervisor Bill Russell seconded the motion to approve the appointments to Statutory Positions as listed in 3.a-j. above.

The motion passed by a vote as follows:

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

See Exhibit G.3.a.-j.

#### 4. Appointments to Boards and Commissions

##### a. District 1 Nominations

Appointment	Appointed By:	Appointee	Expiration
Keep Desoto County Beautiful	District 1	Pat Evans	1/4/2016
Board of Adjustments	District 1	Mike Duncan	1/4/2016
Handicap Compliance Grievance Committee	District 1		
License Commission	District 1	Ed Paseur	1/5/2016
Massage Parlor Commission	District 1	William Bowen	1/5/2016
Ozone Action Committee	District 1	Renee Hardaway	1/4/2016
Planning Commission	District 1	Len Lawhon	1/4/2016
Planning Commission	District 1	Julius Cowan Jr.	1/4/2016
Planning Commission	District 1	Floyd Fiveash	1/4/2016

Supervisor Jessie Medlin stated he has not filled the Handicap Compliance Grievance Committee position as of this meeting.

**b. District 2 Nominations**

<b>Appointment</b>	<b>Appointed By:</b>	<b>Appointee</b>	<b>Expiration</b>
Keep Desoto County Beautiful	District 2	Anna Dickerson	1/4/2016
Board of Adjustments	District 2	Phillip Steward	1/4/2016
Handicap Compliance Grievance Committee	District 2	Pat Sylvester	1/4/2016
License Commission	District 2	Samuel McMinn	1/5/2016
Massage Parlor Commission	District 2	Vandie Emerson	1/4/2016
Ozone Action Committee	District 2	Nancy Hardin	1/4/2016
Planning Commission	District 2	John Arnold	1/4/2016
Planning Commission	District 2	Randy Jones	1/4/2016
Planning Commission	District 2	Billy G. Smith	1/4/2016

**c. District 3 Nominations**

<b>Appointment</b>	<b>Appointed By:</b>	<b>Appointee</b>	<b>Expiration</b>
Keep Desoto County Beautiful	District 3	Gerald Wheeler	1/4/2016
Board of Adjustments	District 3	Rudy Davis	1/4/2016
Handicap Compliance Grievance Committee	District 3	Sara Watkins	1/4/2016
License Commission	District 3	Larry Ray	1/5/2016
Massage Parlor Commission	District 3	Patrick Doyle	1/5/2016
Ozone Action Committee	District 3	Jan Knight	1/4/2016
Planning Commission	District 3	Wade Carter	1/4/2016
Planning Commission	District 3		
Planning Commission	District 3	Joan Robertson	1/4/2016

Supervisor Bill Russell made the motion and Supervisor Mark Gardner seconded the motion to appoint Ray Denison as the District 3 Representative on the Planning Commission for one month and to reappoint all other Planning Commissioners for one month.

The motion passed by a vote as follows:

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

**d. District 4 Nominations**

<b>Appointment</b>	<b>Appointed By:</b>	<b>Appointee</b>	<b>Expiration</b>
Keep Desoto County Beautiful	District 4	Shelia Deese	1/4/2016
Board of Adjustments	District 4	Earl Ward	1/4/2016
Handicap Compliance Grievance Committee	District 4	Glenn Kurriss	1/4/2016
License Commission	District 4	William L. Brown, Jr.	1/5/2016
Massage Parlor Commission	District 4	Tom Pennington	1/5/2016
Ozone Action Committee	District 4	Bonnie Reid	1/4/2016
Planning Commission	District 4	David Arnett	1/4/2016
Planning Commission	District 4	Theodore Dorsey	1/4/2016
Planning Commission	District 4	Jeannie Shannon	1/4/2016

Supervisor Lee Caldwell requested to change the District 4 Representative on Keep DeSoto County Beautiful from Shelia Deese to Shirley Harris, and change the Handicap Compliance Grievance Committee Representative from Glenn Kurriss to Kay Wilson.

**e. District 5 Nominations**

<b>Appointment</b>	<b>Appointed By:</b>	<b>Appointee</b>	<b>Expiration</b>
Keep Desoto County Beautiful	District 5	Darla Mirth	1/4/2016
Board of Adjustments	District 5	Tom Williams	1/4/2016
Handicap Compliance Grievance Committee	District 5	Barbara Canterbury	1/4/2016
License Commission	District 5	David R. Johnson	1/5/2016
Massage Parlor Commission	District 5	Danette Williams	1/5/2016
Ozone Action Committee	District 5	Bill Speck	1/4/2016
Planning Commission	District 5	Steve Reeves	1/4/2016
Planning Commission	District 5	Tom Hunt	1/4/2016

Planning Commission	District 5	Greg Ryan	1/4/2016
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Supervisor Jessie Medlin made the motion and Supervisor Mark Gardner seconded the motion to approve all the District 1-5 appointments with the changes requested in District 3 and District 4 as 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>YES</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Michael Lee, Fifth District	<u>YES</u>

See Exhibit G.4.a.-e.

**f. At-Large Nominations**

<b>Appointment</b>	<b>Appointed By:</b>	<b>Appointee</b>	<b>Expires</b>
Desoto County Regional Utility Authority - At Large	Board	Barry Bridgforth	1/4/2016
<b>DeSoto County Deputy Medical Examiner Investigator</b>			
DeSoto County Deputy Medical Examiner Investigator	Board	Billy Baldwin	1/4/2016
DeSoto County Deputy Medical Examiner Investigator	Board	Damien Weaver	1/4/2016
<b>Fire Protection District</b>			
Fire Protection District <b>Eudora</b>	Board	Karen Kroush	1/3/2016
Fire Protection District <b>Lewisburg</b>	Board	Barbara Treadway	1/3/2016
Fire Protection District <b>Walls</b>	Board	Ronald W. James	1/3/2016
Fire Protection District <b>Nesbit</b>	Board	A.J. Jelks	1/4/2016
<b>North Delta Planning &amp; Development</b>			
North Delta Planning & Development	Board	Vanessa Lynchard	1/4/2016
North Delta Planning & Development	Board	Charlie Reese	1/4/2016
North Delta Planning & Development	Board	Lorine Cady	1/4/2016

North Delta Planning & Development	Board	Lee Caldwell	1/4/2016
<b>Tax Advisory Committee</b>			
Tax Advisory Committee	Board	County Administrator	1/4/2016
Tax Advisory Committee	Board	Jim Flanagan	1/4/2016
Tax Advisory Committee	Board	Director of Admin & Procurement	1/4/2016
<b>Appointment</b>	<b>Appointed By:</b>	<b>Appointee</b>	<b>Expiration</b>
<b>Miscellaneous</b>			
Coldwater River Watershed Council	Board	Robert Abbay, IV	1/4/2016
Memphis Metropolitan Planning Organization (MPO)	Board	Supervisor Lee Caldwell	1/4/2016
Mid-State Opportunity Board of Directors	Board	Supervisor Lee Caldwell	1/4/2016
Memphis Area of Governments Representative	Board	Supervisor Bill Russell	1/4/2016
North Central MS Resource Conservation & Development	Board	Todd Williams	1/4/2016
Planning Comm. Attorney	Board	Smith, Phillips, Mitchell, Scott & Nowak	1/4/2016

Supervisor Bill Russell made the motion and Supervisor Lee Caldwell seconded the motion to approve the At-Large Nominations, including the reappointment of Eudora & Nesbit Fire Protection District Representatives, as listed above, with the exception of the approval of the North Delta Board Representatives and DCRUA Board Representatives, which Supervisor Caldwell and Supervisor Gardner, respectively, have requested be tabled.

The motion passed by a vote as follows:

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

See Exhibit G.4.f.

**g. Other Miscellaneous County Appointments**

Appointment	Appointed By:	Appointee	Expires
Board Secretary	Board	Pat McLeod	1/4/2016
County Extension Director / Horticulture	Board	Joy Anderson	1/4/2016

County Extension – Agronomic Crop	Board		
County Extension – Animal Science / Forages	Board	Kipp Brown	1/4/2016
County Extension – Animal Science / Forages	Board	Lance Newman	1/4/2016
County Extension – Aquaculture / Catfish	Board	Dr Jim Steeby	1/4/2016
County Extension – Child & Family Development	Board	Beth Bell	1/4/2016
County Extension – Family Resource Mgt	Board	Charlestien Harris	1/4/2016
County Extension – 4H Youth Agent	Board	Jessica Lindsey	1/4/2016
EEOC Officer	Board	Vacant	1/4/2016
Emergency Management Director	Board	Bobby Storey	1/4/2016
Emergency Management – Deputy Director	Board	Chris Olson	1/4/2016
Emergency Medical Operations – Director	Board	Fiodor Baraniuk	1/4/2016
Employee Grievance Committee	Board	Jason Patrick	1/4/2016
Employee Grievance Committee	Board	Andy Alberson	1/4/2016
Employee Grievance Committee	Board	Andrea Black	1/4/2016
Employee Grievance Committee	Board	Karen McNeil (Alternate)	1/4/2016
Employee Grievance Committee	Board	Ashley Hendricks (alternate)	1/4/2016
Employee Grievance Committee	Board	Stan Rochelle (alternate)	1/4/2016
Fire Service Coordinator	Board	Bobby Storey	1/4/2016
Homeland Security	Board	Bobby Storey	1/4/2016
Inventory Clerk – Assistant-Road	Board	Kim Northcutt	1/4/2016
Inventory Clerk – Assistant-Sheriff	Board	Amy Henley	1/4/2016
Inventory Clerk – Assistant-Chancery	Board	Cindy Camry	1/4/2016
<b>Appointment</b>	<b>Appointed By:</b>	<b>Appointee</b>	<b>Expires</b>
Mental Health Representative – Region IV	Board	Pat Sylvester	1/4/2016
Planning Commission-Attorney	Board	Smith, Phillips, Mitchell, Scott & Nowak	1/4/2016
Procurement Clerk – Assistant	Board	Karen McNeil	1/4/2016
Procurement Clerk – Assistant	Board	Shelia Morris	1/4/2016
Risk Management Officer	Board	Stanley Rochelle	1/4/2016
Risk Management Officer	Board	Reby Johnson	1/4/2016

State Aid Engineer	Board	Tracy Huffman	1/4/2016
Veterans Service Officer	Board	Scott Blaylock	1/4/2016
Youth Court Prosecutor	Board	Honorable Paige Williams	1/4/2016
Youth Court Prosecutor	Board	Honorable Mary Pickett	1/4/2016

The following list was received from the Mississippi State University Extension Service in DeSoto County:

Joy Anderson/County Coordinator/Agriculture and Natural Resources Agent  
 Dan Haire/Area Agronomics Crops Agent  
 Paula Moore/Program Associate  
 Lara Angel/Family & Consumer Science Agent  
 Jessica Lindsey/4-H Youth Agent  
 Myra Wells/Office Associate  
 Rebecca Minter/Office Associate

Supervisor Mark Gardner made the motion and Supervisor Lee Caldwell seconded the motion to approve the appointments of Miscellaneous County Appointments as listed above, with the exception of the Region IV appointees, and to approve Vickie Richmann as the EEOC Officer.

The motion passed by a vote as follows:

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

Supervisor Gardner recused himself from the Region IV appointment vote.  
 Supervisor Lee Caldwell made the motion and Supervisor Jessie Medlin seconded the motion to approve the appointment of Pat Sylvester to Region IV.

The motion passed by a vote as follows:

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

**See Exhibit G.4.g.**

**h. Requisition & Receiving Clerks – New Clerks, Constables, County-Wide Reappointments**

Director of Procurement and Administrative Services pointed out that the request for Constables was to allow them to sign their own requisitions, there was a page of new clerks, and the other pages are to acknowledge current requisition & receiving clerks.

Supervisor Lee Caldwell made the motion and Supervisor Michael Lee seconded the motion to approve the requisition & receiving clerks including the changes sent by Procurement, and allowing Constables to sign their own requisitions as listed in the Exhibit.

The motion passed by a vote as follows:

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

Supervisor Lee Caldwell, Fourth District YES  
Supervisor Michael Lee, Fifth District YES

**See Exhibit G.4.h.**

**i. Deputy Clerks serving as Justice Court Clerks**

Sheriff Bill Rasco informed the Board that dispatchers have to sign affidavits for Justice Court.

Supervisor Jessie Medlin made the motion and Supervisor Michael Lee seconded the motion to approve the Deputy Clerks serving as Justice Court Clerks as listed in the Exhibit.

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 YES  
Supervisor Lee Caldwell, Fourth District YES  
Supervisor Michael Lee, Fifth District YES

**See Exhibit G.4.i.**

**H. CONSENT AGENDA**

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

**1. Publication of Board Proceedings**

**2. Office of Finance & Accounting – Quarterly Budget Allocations: \$5,749,210.41**  
Tax Assessor: \$322,082 Tax Collector: \$334,608 Sheriff: \$5,092,520.41

**3. Office of Procurement – November 2015 Procurement Card Purchase – IT Software**

**4. Establish as Part of the Formal Record and Enter into the Board's Minutes  
Mutual Cooperation Agreement – Miller Farms**

**5. Contract Administration – Auto Renewals**

- a. John Beale and Daniel N. Klein
- b. Tradebe – Environmental Services

**6. Road Department**

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

Supervisor Bill Russell commented that the Castle Rock and Bakersfield bonds are final. He asked Road Manager Andy Swims if the inspections were all done on these subdivisions. Mr. Swims stated these two subdivisions would be going into a maintenance bond and would not be released at this time.

Supervisor Jessie Medlin reminded the Board that Miller Farms has a contract with the County at this time to do some road work and that it was not necessary to renew their road bond.

Supervisor Bill Russell made the motion and Supervisor Lee Caldwell seconded the motion to approve the items and actions presented in the Consent Agenda.

The motion passed by a vote as follows:

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

**See Exhibit H**

**I. OLD BUSINESS**

**1. Appointment of Special Prosecutor – January 8, 2016**

County Administrator Vanessa Lynchard informed the Board that County Prosecutor Craig Treadway had a conflict with a case and Justice Court has requested Bill Seale to handle the case on January 8, 2016.

Supervisor Mark Gardner made the motion and Supervisor Lee Caldwell seconded the motion to approve the appointment of Bill Seale as Special Prosecutor to replace County Prosecutor Craig Treadway for the conflicted case on January 8, 2016.

The motion passed by a vote as follows:

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

**See Exhibit I.1.**

**2. Justice Court – Request for Additional Court Prosecutor**

County Administrator Vanessa Lynchard reminded the Board that she had met with the Justice Court Judges and County Prosecutor Craig Treadway last month regarding the large case load at Justice Court and brought their request for a part-time prosecutor to the Board. Mrs. Lynchard also stated that they were hopeful that revenue from Justice Court would pay for the part-time prosecutor, but statistics from Justice Court do not support that. Even though case loads are up, revenue is down; largely due to the type of cases that Justice Court handles.

County Prosecutor Craig Treadway came to address the request for a part-time County Court Prosecutor at the Board’s bidding. Mr. Treadway stated that, as the threshold for Justice Court cases changed, there are now cases requiring more attention; such as larcenies, assaults, possessions, DUI’s, etc. Justice Court is designed to get a large number of cases settled in a short amount of time. A part-time prosecutor could handle the more mundane cases giving Mr. Treadway time to concentrate on the bigger cases such as a felony case. He stated that the Legislature has helped in that by making public safety records more accessible. He also pointed out that a part-time prosecutor would largely eliminate the need to appoint a special prosecutor when there was a conflict or during vacation/sick times.

Supervisor Jessie Medlin asked about office space and salary for the part-time prosecutor. Mrs. Lynchard stated that the recommendation for salary is \$26,268, one half of the County Prosecutor salary. This would be for 5 criminal days and 1 plea day per month, a total of 6 days per month. On criminal days when a conflict arose, the part-time prosecutor would step in, and he/she would step in during vacation or sick days. The part-time prosecutor will not be covered under County insurance, but will be hired by the Board at Mr. Treadway’s recommendation. Mrs. Lynchard also stated that since revenues will not cover the salary, the budget will have to be increased. Mr. Treadway stated that his office space in Justice Court could easily be shared so there would be no need for additional office space.

Supervisor Bill Russell made the motion and Supervisor Lee Caldwell seconded the motion to authorize the County Administrator to write a job description for a part time Justice Court prosecutor and bring it back to the 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>YES</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Michael Lee, Fifth District	<u>YES</u>

**See Exhibit I.2.**

### **3. Noah's Law Ordinance**

This item was deleted from the agenda.

### **4. Sheriff's Aviation Relocation**

County Administrator Vanessa Lynchard informed the Board that the Jail Committee has looked at the needs for the Sheriff's Aviation Unit. After determining that this is a valid need for DeSoto County, the Jail Committee looked at properties that were viable locations for housing the Aviation Unit. Mrs. Lynchard had aerial views of 3 properties that the Jail Committee has been looking at, not including the current location.

The first location is currently being leased for \$1,500 per month plus \$5,048 per year (for office trailer and steps). This property is up for sale and a prospective buyer has expressed interest in the County continuing their rental. The rent on this site is increasing and the committee feels it is not the best choice.

The second location is land owned by Homer Skelton upon which he has offered to build a helicopter hangar and fire department satellite location in one building. He has offered to return the rent on the building for 5 years to be divided between the fire department and DeSoto County Schools. According to Road Manager Andy Swims, to build a road to this property would cost in excess of \$60,000. He noted, part of the road and building site are in a flood plain which could mean a lot of money in dirt work also.

The third location is 2-3 acres just south of the Sheriff's Administration Building. BankPlus will sell this property at \$54,000 for 2 acres or \$80,000 for 3 acres. The property that backs up to this has been approved for a subdivision, so putting in a helipad and hangar would not be a public-minded thing to do.

The fourth and best option, in the Committee's opinion, is the property currently owned by the county on the south side of the Adult Detention Center. Mrs. Lynchard asked County Engineer Scott Young to give a report on the property. Mr. Young stated that an inspection of the land found there are currently 2 culverts in place, one 8 foot and one 6 foot, which would make building a driveway to the helicopter hangar across the blue line stream a much easier process than originally thought. He stated that the drive would come from a stub out in the parking lot, cross the stream at the existing culverts, and go to a high point on the property that seems to be a good option for the hangar and helipad.

Supervisor Mark Gardner stated that the Jail Committee is unanimous in their recommendation of the fourth option, being the site that is currently owned by the County. Sheriff Bill Rasco stated that the Aviation Office will be housed in the Sheriff's Administration Building, so there is no need for fiber to be run to support communications in the building at this time. Supervisor Gardner said he would like to see conduit put in place at the time the road is being built to allow for future running of fiber.

Road Manager Andy Swims stated that the cost of building the approximately 1900 foot driveway would be around \$165,000. He stated that he had put in some costs for a Corps of Engineers study of the blue line stream.

Facilities Management Director Robert Jarman gave a building estimate of \$84,400 that includes a concrete slab for the building and an asphalt helipad. IT Director John Mitchell gave an estimate of \$51,256 for the fiber. Supervisor Gardner and Sheriff Rasco said that the fiber could wait and be put in the budget for next year.

Supervisor Jessie Medlin asked how much of the land would be available for future use. Sheriff Rasco stated that of the 15 acres that would be accessed by the new driveway, only 2 would be necessary for the hangar and helipad. He said that a total of 35 acres would still be available for future use.

Supervisor Michael Lee asked the Sheriff how much of his department's forfeiture money would be put toward the building. Sheriff Rasco stated that he would put in \$70,000 as stated in previous discussions.

Mr. Scott Young also stated that the Road Department will install rip rap, grout, and stabilize the bank of the stream by the culverts to prevent erosion.

Supervisor Mark Gardner made the motion and Supervisor Michael Lee seconded the motion to authorize the Road Department to proceed with the design and construction of the driveway, Facilities Director Robert Jarman to proceed with quotes for the building, approve a budget amendment from Sheriff's Forfeitures of \$70,000 for the project with the balance of the project coming from the General Fund, all contingent on approval from the FAA and Corps of Engineers.

The motion passed by a vote as follows:

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

Supervisor Bill Russell asked about water to the building. Mr. Jarman stated that digging a well was much cheaper than running water lines. Mr. Jarman will check with the water authority in the area for permission on the well.

**See Exhibit I.4.**

### **5. Chancery & Circuit Clerks' Record Keeping Contracts**

Board Attorney Tony Nowak informed the Board that he had made changes to the Clerks' contracts by changing the name of the Chancery Clerk to Misty Heffner and making the yearly fee for the clerks \$8,500. The new contract needs Board approval

Supervisor Mark Gardner made the motion and Supervisor Bill Russell seconded the motion to approve the new contract with Chancery Clerk Misty Heffner and Circuit Clerk Dale Thompson to have a yearly fee for the clerks' record keeping of \$8,500.

The motion passed by a vote as follows:

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

**See Exhibit I.5.**

**J. NEW BUSINESS**

**1. Office of Procurement – Bid File #16-240-002  
Bid Under Advisement – Pharmaceutical Supplies for EMS and Sheriff**

Procurement Coordinator Karen McNeil informed the Board that this bid covered the Sheriff’s Medicine Room and EMS, and they had 6 bidders. Mrs. McNeil directed the Board’s attention to Exhibit J.1. stating most items were awarded by category, but 3 categories were broken down further and awarded by line item to get the best deal for each item. The recommendation is to award the bid for 6 months with a 6 month extension. Nashville Medical was not willing to be an alternate.

Supervisor Jessie Medlin made the motion and Supervisor Lee Caldwell seconded the motion to accept the recommendation from the Office of Procurement to accept the lowest and best qualified bids by category and/or line item for Bid File Number 16-240-002 as shown on the bid tab in Exhibit J.1.

The motion passed by a vote as follows:

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

**See Exhibit J.1.**

**2. Damage Report from Tornado – Sheriff’s Department Shooting Range**

Sheriff Bill Rasco presented a slide show of the damage to the Holly Springs firing range the Sheriff’s Department rents. Board Attorney Tony Nowak stated that typically if a property is destroyed by an act of God, the lease can be terminated. Supervisor Lee Caldwell asked if the Sheriff had a good inventory of equipment that was kept at the shooting range. Sheriff Rasco stated that they are in the process of getting to the containers and assessing the damage to equipment. Supervisor Jessie Medlin asked if the Sheriff knew what the landlord’s insurance would replace. The Sheriff stated that Mr. Thomas’s insurance people had not yet been to the site. Supervisor Michael Lee asked what their plans were for qualification training for deputies in the interim. Sheriff Rasco stated that they will be in contact with Southaven and Shaw’s to see where they can get in to test.

**3. Contract Administration**

**a. Physician Medical Control Directorship – EMS – Signature Required**

County Administrator Vanessa Lynchard reported that the EMS Committee has met and recommends the renewal of Dr. Washington’s contract as Medical Control Director.

Supervisor Mark Gardner made the motion and Supervisor Lee Caldwell seconded the motion to renew Dr. Washington’s contract as Medical Control Director, with the compensation paid in arrears, and authorize the Board President to sign.

The motion passed by a vote as follows:

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

**See Exhibit J.3.a.**

**b. Safran Morphro Trust USA – Sheriff’s Department – Finding of Fact - Prepayment**

Director of Procurement and Administrative Services Pat McLeod requested to remove this item from the Agenda due to some discrepancies.

**4. Office of Finance and Accounting**

**a. Preliminary Inventory Dispositions – EMS**

Inventory Clerk Char McCool stated that these are out-of-date life packs to be disposed.

Supervisor Mark Gardner made the motion and Supervisor Lee Caldwell seconded the motion to approve the dispositions as recommended by EMS and Ms. McCool.

The motion passed by a vote as follows:

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

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
31997	LIFEPAK 10	00029541	OUT DATED EQUIPMENT	02	8K	EMA SITE				
			WILL NOT BE USED							
			"UNIT WAS DONATED TO US"							
30335	LIFEPAK 10 (1 OF 2)	00032629	OUT DATED EQUIPMENT	95	9k	EMA SITE				
			WILL NOT BE USED							
	LIFEPAK 10 (2 OF 2)	1078434	OUT DATED EQUIPMENT			EMA SITE				
			WILL NOT BE USED							

AUTHORIZATION TO DISPOSE		INVENTORY CLERK INFORMATION		NOTES
SIGNED BY: FIODOR BARANIUK	DATE: 12/21/15	PRELIMINARY PRESENT TO BOS		EQUIPMENT IS OUT DATED AND CANNOT BE USED. MUST BE DISPOSED
PRINT NAME: SIGNATURE ON FILE		<b>January 4, 2016</b>		
		FINAL PRESENT TO BOS		
DISPOSED BY:	DATE:	DATE INVENTORY DISPOSED IN A S400		
PRINT NAME:				
INV CLERK: CHARMAINE MCCOOL	DATE: 12/21/15	DATE BOS FINAL MINS ATTACHED		
SIGNATURE ON FILE				

See Exhibit J.4.a.

**b. Preliminary Inventory Dispositions – IT**

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

Supervisor Mark Gardner made the motion and Supervisor Lee Caldwell seconded the motion to approve the dispositions as recommended by IT and Ms. McCool.

The motion passed by a vote as follows:

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

DEPT NAME		IT Department						DEPT #:		152	
ASSET #	GRANT	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
37056		TOSHIBA QOSMIO NOTEBOOK	66103572H	back light failure	06	27H	IT STORAGE				
37109		BARRACUDA SPAM FIREWALL	BARSF66251	not compatible	07	28H	"				
38090		LENOVO THINKPAD T60	L3CC730	will not boot	07	16H	"				
38328		NETGEAR SWITCH 24 PORT	1C3735L00AE4	will not power on	07	4H	"				
38475		DYMO LABEL PRINTER	930892298360	will not feed paper	08	1H	"				
38723		ACER PC	PSV530Z00783201C2F270	blown caps	08	4H	"				
38755		HP DESKTOP PC	MXL8501BZJ	motherboard failure	09	5H	"				
38958		DELL OPTIPLEX 760	2MKGBK1	hard drive failure	09	1K	"				
39163		ACER VERITON M460	PSV520601274602C23270	bad power supply	08	5H	"				
39217		ACER VERITRON PC	73700003001	blown caps	07	6H	"				
39265		IBM PC	8185713KCTW92H	motherboard failure	08	2H	"				
39671		DELL OPTIPLEX PC	7WXZ281	blown caps	09	3H	"				
39679		WATCHGUARD FIREWALL	90856087400D00	not compatible	09	17H	"				
39714		GATEWAY SECURITY DEVICE	CPA0053007080007	not compatible	08	32H	"				
39772		DELL OPTIPLEX	3RHKLJ1	hard drive failure	09	11H	"				
39954		DELL OPTIPLEX 760	4CWOCK1	motherboard failure	09	7H	"				
39961		DELL OPTIPLEX 760	4CVZBK1	over heating	09	7H	"				
AUTHORIZATION TO DISPOSE					INVENTORY CLERK INFORMATION			NOTES			
SIGNED BY: <u>Felicia Hopper</u>		DATE: <u>12/16/15</u>		PRESENTED TO BOS							
PRINT NAME: <u>Felicia Hopper</u>				January 4, 2016							
DISPOSED BY: _____		DATE: _____		PRESENTED TO BOS							
PRINT NAME: _____				DATE INVENTORY DISPOSED IN AS400							
INV CLERK: <u>CHARMAINE MCCOOL</u>		DATE: <u>12/28/15</u>		DATE BOS FINAL MINS ATTACHED							
		SIGNATURE ON FILE									

DEPT NAME		IT Department						DEPT #:		152	
ASSET #	GRANT	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
40031		WATCHGUARD FIREWALL	908563242B970	not compatible	09	17H	"				
40197		DELL OPTIPLEX 760	1YT6GK1	Motherboard failure	09	6H	"				
40414		WATCHGAURD FIREWALL	908566002-75D3	not compatible	10	2K	"				
40466		HP DL380 SERVER	2UX01102XV	will not boot	10	26H	"				
40761		DELL OPTIPLEX 780	J1K6JN1	blown caps	10	7H	"				
40802		IBM SYSTEM SERVER	289128	board failure	10	15H	"				
40964		DELL OPTIPLEX	B9W5NB1	over heating	11	3H	"				
41030		ELITENAS 12 BAY SERVER		will not power on	10	12H	"				
41043		LENOVO THINKPAD	R89XN2E	black screen	10	12H	"				
41117		DELL OPTIPLEX 745	3X5LKC1	blown caps	10	4H	"				
41118		DELL OPTIPLEX 745	7C23MC1	video will not work	10	4H	"				
41120		DELL OPTIPLEX 745	6F23MC1	will not boot	10	4H	"				
42060		DELL OPTIPLEX	GFCLKC1	Motherboard failure	12	3H	"				
42152		LENOVO M71Z	MJHPKDG	will not power on	12	5H	"				
43464		DELL OPTIPLEX 745	3FDXXB1	hard drive failure	13	2H	"				
43537		HP SCANJET PRO	CN38960327	lense damaged	14	3H	"				
43918		DELL OPTIPLEX 745	27VCOF1	bad power supply	14	2H	"				

AUTHORIZATION TO DISPOSE					INVENTORY CLERK INFORMATION			NOTES			
SIGNED BY: <u>Felicia Hopper</u>		DATE: <u>12/16/15</u>		PRESENTED TO BOS							
PRINT NAME: <u>Felicia Hopper</u>				PRESENTED 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>12/28/15</u>									
		SIGNATURE ON FILE									

DEPT NAME		IT Department							DEPT #:	152
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
32562	FALCON VCON	U0360030	camera is broken	03	4K	"				
35179	NETGEAR SWITCH 24 PORT	G5T7347DA0002	board failure	04	6H	"				
36695	NETGEAR SWITCH 48 PORT	15V3573F004D8	will not power on	05	4H	"				
36715	EPSON LQ590 IMPACT PRINTER	FSQ7052104	will not feed	06	3H	"				
36721	HP COMPAQ DX2000	MXD52005FM	motherboard failure	06	7H	"				
AUTHORIZATION TO DISPOSE				INVENTORY CLERK INFORMATION			NOTES			
SIGNED BY: <u>Felicia Hopper</u>		DATE: 12/16/15		PRESENTED TO BOS			UNITS ARE LOCATED AT MY DESK AREA			
PRINT NAME: Felicia Hopper				PRESENTED TO BOS						
DISPOSED BY: _____		DATE: _____		DATE INVENTORY DISPOSED IN AS400						
PRINT NAME: _____				DATE BOS FINAL MINS ATTACHED						
INV CLERK: CHARMAINE MCCOOL		DATE: 12/28/15		SIGNATURE ON FILE						

See Exhibit J.4.b.

**c. Preliminary Inventory Dispositions – Tax Assessor**

Inventory Clerk Char McCool stated that the batteries would cost more than these radios are worth. The Tax Assessor’s Office now uses cell phones instead of radios.

Supervisor Mark Gardner made the motion and Supervisor Bill Russell seconded the motion to approve the dispositions as recommended by the Tax Assessor’s office and Ms. McCool.

The motion passed by a vote as follows:

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

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 G	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				
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	921EY2997	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: 12/14/15		PRELIMINARY PRESENT TO BOS			UNITS ARE LOCATED AT MY DESK AREA			
PRINT NAME: Signature on file				<b>January 4, 2016</b>						
DISPOSED BY: _____		DATE: _____		FINAL PRESENT TO BOS						
PRINT NAME: _____				DATE INVENTORY DISPOSED IN AS400						
INV CLERK: <u>Charmaine McCool</u>		DATE: 12/14/15		DATE BOS FINAL MINS ATTACHED						
				SIGNATURE ON FILE						

See Exhibit J.4.c.

**d. Office of Finance & Accounting - Claims Docket**

Chief Financial Officer Andrea Freeze, of the Office of Finance and Accounting, presented the claims docket to the Board. Ms. Freeze read the items on the claims docket individually and the Board

discussed these items. Stephanie Hanks, Office Manager, brought monthly invoices for documentation.

Supervisor Michael Lee asked about the following claims:

Page 72 – Gov Deals \$8,120.02 – Sheriff Rasco stated that was from the Corvette auction.

Supervisor Lee Caldwell asked about the following claims:

Page 72 – Firing Range - \$2,000 – Since the tornado would we still pay this claim. The Sheriff said they will know more this week what the situation is, but the Sheriff’s Department does still have equipment over there.

Supervisor Jessie Medlin asked about the following claims:

Page 66 – Chris Hill Construction - \$3,000.00 – Mrs. Hanks produced the invoice showing this was the transportation portion of the pick-up and delivery of containers purchased with a grant for EMA.

Supervisor Bill Russell asked about the following claims:

Page 6 – Bonds – He did not see his name. Mrs. Hanks said some bonds had been paid previously and his was one of those.

Supervisor Mark Gardner asked about the following claims:

Page 6 & 11 – Kinsey case – Board Attorney Tony Nowak said that was in response to a civil rights violation suit.

Page 10 – West Group – Mrs. Freeze said that is a subscription for law books.

Page 35 – Kyle Hodge & Daniel Hardin – Mrs. Hanks said that is tuition reimbursement.

Page 36 – Zones, Inc. – Several charges – Sheriff Rasco said it was equipment for new cars.

Page 57 – Williams Bail Bonds - \$2,000 – Mrs. Hanks said it was a remission of a bond.

Page 60 – Advanced Collision - \$3,060.84 – Adult Drug Court – Mrs. Lynchard stated that they had a wreck, but the insurance was filed under Adult Drug Court, not the County.

Page 64 – 25 box lunches from Lenny’s - \$212.50 - Mrs. Lynchard said if a training course is for a whole day, the grant allows buying lunch. This was a Homeland Security Task Force Structural Collapse Refresher Course.

Page 77 – DeSoto County CoOp – Boots – Mr. Swims stated that these were for 2 new employees and one employee whose boots were torn. He stated it is in compliance with the boot policy.

Page 83 - \$61,113.67 – Viktor Hall Construction – Mr. Jarman will be contacted to be sure we are holding a retainage for over deadline fines.

Page 84 – Hughes Bros. Plumbing – Sheriff Rasco stated they fixed the problems with the pressure switches.

In accordance with Section 19-13-31 and Section 19-11-23 of the Mississippi Code Annotated, Supervisor Mark Gardner made the motion and Supervisor Lee Caldwell seconded the motion to authorize the Chancery Clerk to pay the bills as presented by the Chief Financial Officer with the exception of page 83, Viktor Hall Construction until more information is acquired, and page 34, Smith, Phillips, to which Supervisor Gardner will recuse himself.

The motion passed by a vote as follows:

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

Supervisor Gardner recused himself and left the room.

Supervisor Lee Caldwell made the motion and Supervisor Michael Lee seconded the motion to pay page 34 Smith, Phillips.

The motion passed by a vote as follows:

Supervisor Jessie Medlin, First District	<u>YES</u>
Supervisor Mark Gardner, Second District	<u>RECUSED</u>
Supervisor Bill Russell, Third District	<u>YES</u>

Supervisor Lee Caldwell, Fourth District YES  
Supervisor Michael Lee, Fifth District YES

Later in the meeting, Mr. Robert Jarman recommended paying the Viktor Hall bill on page 83 as there is a retention fee still in place.

Supervisor Michael Lee made the motion and Supervisor Bill Russell seconded the motion to pay the Viktor Hall bill listed on page 83 per Mr. Jarman's recommendation.

The motion passed by a vote as follows:

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

### **5. Chancery & Circuit Clerks' Retirement Match**

County Administrator Vanessa Lynchard reminded the Board that they needed to vote to rescind their prior election to pay the employer match for PERS for Chancery and Circuit Clerks. The Board voted to pay the final PERS match for outgoing Chancery Clerk Sluggo Davis. He had previously paid his matching funds out of the Chancery Clerk fees.

Supervisor Lee Caldwell made the motion and Supervisor Michael Lee seconded the motion to rescind the prior motion to pay the employer match for PERS for Chancery and Circuit Clerks.

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 YES  
Supervisor Lee Caldwell, Fourth District YES  
Supervisor Michael Lee, Fifth District YES

**See Exhibit J.5.**

### **6. EMS – Billing Software Renewal**

Mrs. Lynchard informed the Board that since ESO bought out Jefbar they realized that the County had not had a price increase in many years. The current price for software support is \$5,395 per year. EMS has been paying \$2,000 per year. Mrs. Kite at EMS got quotes from Zoll and Image Trend. ESO is the best price and EMS personnel are already trained on the software.

Supervisor Lee Caldwell made the motion and Supervisor Bill Russell seconded the motion to renew the contract with ESO at \$5,395 per year.

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 YES  
Supervisor Lee Caldwell, Fourth District YES  
Supervisor Michael Lee, Fifth District YES

**See Exhibit J.6.**

### **7. Local and Private Legislation – Sheriff's Office Greater Than ½ Mile of Courthouse**

Board Attorney Tony Nowak informed the Board that there is a statute that requires the Sheriff's Office to be within ½ mile of the Courthouse. He requested the Board approve his office to seek local and private legislation granting an exception as the new Sheriff's Administration Building is about to be

finalized and ready for occupation.

Supervisor Lee Caldwell made the motion and Supervisor Michael Lee seconded the motion to authorize the firm of Smith, Phillips, Mitchell, Scott & Nowak to seek local and private legislation for exception to the statute on the location of the Sheriff's Office.

The motion passed by a vote as follows:

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

### **8. IT Purchase Over \$25,000**

IT Director John Mitchell informed the Board that this purchase is for a device called a storage area network. Currently the County has 2 main ones that are over 5 years old. Support is being dropped for these devices and they are too small for the network we have now. Additional size and speed capacity is recommended. Mr. Mitchell said IT has had a demo on site for about 3 months and it works great. He will pay out of the budget that is in place. Mr. Mitchell recommends using Sparco with a 3 year support. By going with a 3 year support system, the County will save almost \$10,000. The finding of fact to support the prepayment of this contract is Sparco has been in business for 20 years, the County has done a substantial amount of business with Sparco, there is an immediate need for this, and the company can provide an immediate benefit.

Supervisor Bill Russell made the motion and Supervisor Lee Caldwell seconded the motion to approve the purchase over \$25,000 from the Express Products List from the lowest and best qualified quote, approve the advance payment based upon the finding of fact that Sparco has been in business for 20 years, the County has done a substantial amount of business with Sparco, there is an immediate need for the service, and the company can provide an immediate benefit.

The motion passed by a vote as follows:

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

**See Exhibit J.8**

### **9. Veteran Service Lease Agreement**

County Administrator Vanessa Lynchard reminded the Board that the State has offered an additional Veterans Service Officer to DeSoto County. This full time officer would work out of the office in the Administration Building, and the current part-time officer would work out of an office in Olive Branch. The State has sent a lease agreement that needs to be approved and use of the office space will need to be approved.

Supervisor Bill Russell asked if we needed a part-time officer if we are getting a full time officer. Mrs. Lynchard stated that the new officer is in addition to what we have existing and they will not allow a decrease in current services. Supervisor Lee Caldwell stated that other counties will also utilize our offices as well.

Supervisor Bill Russell asked if our current officer would be allowed to apply for the full time position. Mrs. Lynchard stated she would talk to him. She was waiting to get Board approval before meeting with him.

Supervisor Lee Caldwell made the motion and Supervisor Michael Lee seconded the motion to approve the lease agreement in substantial form, authorize the use of the office in the Administration Building

for the full time Veterans Services Officer and move the part-time officer to a county owned office in Olive Branch.

The motion passed by a vote as follows:

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

See Exhibit J.9.

**10. Finance & Accounting Department – Budget Amendment - IT**

Supervisor Jessie Medlin made the motion and Supervisor Lee Caldwell seconded the motion to authorize budget amendment to the IT Department’s budget.

The motion passed by a vote as follows:

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

See Exhibit J.10.

**K. PLANNING COMMISSION**

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

**1. Old BUSINESS**

Supervisor Gardner made the motion and Supervisor Russell seconded the motion to go into the Blue Lake Springs, Phase 3 1<sup>st</sup> Rev. to Lots 124-129 Public Hearing advertised for this day.

THE FOLLOWING ACTION WAS TAKEN ON THIS MATTER:

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

**a. Subdivision**

*(Tabled at the 12-21-15 meeting)*

- i. Blue Lake Springs, Phase 3, 1<sup>st</sup> Rev. to Lots 124-129 (7031) – Application is for approval of final subdivision of 6 lots on 5.18 acres of property to remove Lot 127 from the subdivision, identified as Parcels #2-09-9-32-00-0-00005-07. Subject property is located on the north side of Green River Rd. and east of American River Rd. in Section 32, 02, 09 and is zoned A-R Overlay. (District 3) Applicant: Robert Hodges**

Mr. Hopkins stated the applicant would like to have this item continued until the February 1, 2016 meeting. Supervisor Russell asked if the applicant has spoken with the developer. Mr.

Cardosi stated the applicant has not been able to get in contact with the developer and would like more time to try and get better contact information for the developer. Supervisor Gardner made the motion and Supervisor Russell seconded the motion to continue the Blue Lake Springs, Phase 3, 1<sup>st</sup> Rev. to Lots 124-129 Public Hearing until February 1, 2016 at 11:00 a.m.

THE FOLLOWING ACTION WAS TAKEN ON THIS MATTER:

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

Supervisor Gardner made the motion and Supervisor Russell seconded the motion to continue the Blue Lake Springs, Phase 3, 1<sup>st</sup> Rev. to Lots 124-129 Public Hearing advertised for this day until February 1, 2016 at 11:00 a.m.

THE FOLLOWING ACTION WAS TAKEN ON THIS MATTER:

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

## 2. New Business

### a. Consent

- i. **Cashion Minor Lot (7034) – Application is for approval final subdivision of seven (7) lots on 11.46 acre(s) identified as Parcel #3-06-2-04-00-0-000020-00 and #3-06-2-04-00-0-00021-00. Subject property is located on the west side of Hwy 305 and north of Vaiden Road in Section 4, Township 3 and Range 6 and is zoned Agricultural (A). (District 5)  
Applicant: Marty Tyrone/Bryan Cashion**

Mr. Hopkins presented the application for Cashion Minor Lot for final subdivision approval of seven lots on 11.46 acres. He stated Mr. Everett West was present to represent the application.

Mr. Everett West – 1492 Mt. Pleasant Road – came forward and stated the applicant would like to subdivide seven lots and has received approval for the driveway entrances onto Hwy 305 from MDOT.

Supervisor Russell asked if this is a rezoning. Mr. Cardosi stated this application is not a rezoning it is a minor lot subdivision application.

Supervisor Lee stated he is concerned with the number of driveways being added to Hwy 305. Mr. Cardosi stated the driveway cuts have been approved by MDOT. Mr. West stated there will be shared driveway cuts between the lots to cut down on the number of driveway cuts on Hwy 305.

There was discussion of the proposed changes to the Parking Ordinance and how it will affect lots in subdivisions such as this in the future.

Supervisor Lee made the motion and Supervisor Medlin seconded the motion to approve Cashion Minor Lot for final subdivision approval of seven lots on 11.46 acres.

THE FOLLOWING ACTION WAS TAKEN ON THIS MATTER:

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

**3. OTHER**

**i. TIP Project Discussion**

Deputy Director Austin Cardosi stated that the TIP Project Discussion needs to be spread upon the minutes in the Open Session of the Board Meeting.

Supervisor Lee Caldwell reminded the Board that the deadline is soon to turn in MPO projects that the County would like to see done. The 4 projects that the Board had wanted to see on the TIP Project list were: Getwell Road from Star Landing to Pleasant Hill (widening), Byhalia Road from Craft to MS 305 (resurfacing), Red Banks Road from Byhalia to Lee (resurfacing), and the Johnson Creek Greenway Extension. The Transportation Committee met and looked at the \$22,000,000 (22 million dollars) that are available and the projects. It is almost certain that the McIngvale Road interchange on I-69 will be approved at a cost of 10 million, so the committee focused on the remaining 12 million.

In meeting with Mayor Musselwhite of Southaven, he expressed interest in cutting Airways through from Star Landing to Bankston Road. This would be very beneficial in the event of a shutdown on I-55 in providing an alternate detour route. The committee recommends submitting all the projects and letting MPO rate them. Supervisor Caldwell stated that by submitting large and small projects more had a chance of being funded. She said it is good to have all levels of projects.

Supervisor Caldwell further stated that the committee thinks that opening Swinnea Road from Star Landing to Bankston Road would be beneficial by providing a through route from I-69 to Stateline Road; and that taking Getwell Road off the list would be best at this time. Supervisor Caldwell invited Tracy Huffman to present his exhibit.

Tracy Huffman of Waggoner Engineering submitted an exhibit showing the proposed projects, Exhibit K.2.

Supervisor Jessie Medlin asked if there was anyone from the public that would like to respond. No one came forward.

Supervisor Medlin stated that he would like to authorize Road Manager Andy Swims to write a letter from the Board to MDOT to come look at Hwy 305 regarding resurfacing from Church Road to Byhalia Road. Mr. Swims said he would draft a letter for Supervisor Medlin to sign.

Supervisor Lee Caldwell made the motion and Supervisor Michael Lee seconded the motion to submit the list from Tracy Huffman to MPO, without the Getwell Road project and the Swinnea Road project, and add the Swinnea Road project to the long range plan.

The motion passed by a vote as follows:

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

Supervisor Lee Caldwell asked Mr. Huffman about Hwy 301 South. Mr. Huffman said that is a State Aid Project. Supervisor Medlin asked how much of the State Aid has been spent. Mr. Huffman stated everything is obligated with about \$200,000 in contingency. About half

the money has actually been spent. Supervisor Caldwell asked about the bridge project in Horn Lake. Mr. Huffman stated he is waiting for the city to give clear title to the property.

Supervisor Lee Caldwell asked Mr. Huffman about the Greenways. Mr. Huffman called the Board’s attention to the exhibit where 3 TAP projects are outlined. The Board discussed the projects that were listed.

Supervisor Bill Russell made the motion and Supervisor Michael Lee seconded the motion to submit Option 3 under section #8 Transportation Alternative Program of the Exhibit K.2, that is an extension westward of 2500’ of the Johnson Creek Greenway.

The motion passed by a vote as follows:

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

**See Exhibit K. & K.2.**

**L. EXECUTIVE SESSION**

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

**Addendum:**

It was determined that the Sheriff’s request to add discussion of equipment in Executive Session was appropriate for Open Session.

Sheriff Bill Rasco asked the Board to authorize the firm of Smith, Phillips, Mitchell, Scott & Nowak to look into the Federal Government’s recall of military weapons that have been given to State and County Law Enforcement Agency’s to be sure that the Sheriff’s Department gets to keep the M-Rap that the County purchased for \$10,000 and paid \$6,000 to have delivered.

Supervisor Bill Russell made the motion and Supervisor Lee Caldwell seconded the motion to authorize the firm of Smith, Phillips, Mitchell, Scott & Nowak to look into the Federal Government’s recall of military weapons that have been given to State and County Law Enforcement Agency’s to be sure that the Sheriff’s Department gets to keep the M-Rap that the County purchased.

The motion passed by a vote as follows:

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

Supervisor Jessie Medlin made the motion and Supervisor Lee Caldwell seconded the motion to recess the Board meeting until January 19, 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>YES</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Michael Lee, Fifth District	<u>YES</u>

THIS the 4th 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