

DESOTO COUNTY BOARD OF SUPERVISORS

BOARD MEETING MINUTES

MARK GARDNER, PRESIDENT PRESIDING

July 1, 2013

A. CALL TO ORDER

The July 1, 2013 meeting of the DeSoto County Board of Supervisors was called to order by Supervisor Mark Gardner, 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 Harvey Lee	District 5
Sheriff Bill Rasco	Sheriff
W. E. Sluggo Davis	Chancery Clerk
Vanessa Lynchard	County Administrator
Tony Nowak	Board Attorney

B. INVOCATION

Supervisor Mark Gardner said he would like to acknowledge the 19 firefighters who died fighting the fire in Arizona and to remember all of the firefighters, Emergency Services personnel, ambulance personnel, police, deputies and military who put their lives on the line for us every day.

Supervisor Jessie Medlin asked to remember the family of Dale Dickerson. Supervisor Medlin said Mrs. Dickerson has an aneurysm in her back and it is very serious.

Supervisor Mark Gardner read the American Creed as follows:

I Believe in the United States of America as a Government of the People, By the People, for the People; Whose Just Powers are Derived from the Consent of the Governed. A Democracy in a Republic, A Sovereign Nation of Many Sovereign States; A Perfect Union, One and Inseparable; Established Upon Those Principles of Freedom, Equality, Justice and Humanity for Which American Patriots Sacrificed their lives and fortunes.

Supervisor Mark Gardner invited the Board and audience to pray and he presented the invocation.

C. PLEDGE OF ALLEGIANCE

D. CITIZENS REMARKS & PRESENTATIONS

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

No one came forward.

E. APPROVAL OF JUNE MINUTES

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

The official minutes of the Board of Supervisors were read for the month of June 2013.

Supervisor Bill Russell made the motion and Supervisor Lee Caldwell seconded the motion to accept the minutes of the Board of Supervisors for June 2013, as presented this date with changes previously submitted, 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 Harvey Lee, Fifth District	<u>YES</u>

F. APPROVAL OF AGENDA: ADDITIONS AND DELETIONS

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

The following requests were made to add to the Agenda:

1. Sheriff Bill Rasco – A grant for the Juvenile Detention Center
2. Supervisor Jessie Medlin - Texas Gas Transition
3. Board Attorney Tony Nowak requested adding the following:
 - a. ACLU Records Request
 - b. Inmate initial appearance litigation for a possible executive session discussion
4. County Administrator Vanessa Lynchard requested add the following items:
 - a. Holiday Closings
 - b. Project Consultant for County Construction Projects
 - c. Copiers for document storage project
 - d. Request to delete the following items: I.4, I.6.b and I.7.a
5. Director of Administrative Services Pat McLeod
 - a. Contracts: Road Department – Preventive Maintenance Agreement with Digital Now for Engineer’s Plotter
 - b. Sheriff’s Department – Approve Purchase exceeding \$25,000
6. Office of Finance and Accounting – Late Bills
 - a. Bryant Tire Center
 - b. Board Attorney - Travel Expenses
 - c. Turning Point (5)
 - d. Office Depot
7. State Aid Engineer: Travel to Washington, D.C.

Supervisor Lee Caldwell made the motion and Supervisor Harvey Lee seconded the motion to approve the Agenda with the additions 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 Harvey Lee, Fifth District	<u>YES</u>

1. Sheriff Bill Rasco – A grant for the Juvenile Detention Center

Grants Administrator Melissa Zizmann said that Judge Celeste Wilson found a \$500,000 grant that covers a two year period with a fifty percent match, which may be achieved with kind services, for the County Juvenile Detention Center. Ms. Zizmann said the PREA (Prison Rape Elimination Act) program is to establish “Zero Tolerance” cultures for sexual assault in correctional facilities. The County portion is \$250,000 and the intent is to achieve this match through in kind services.

Ms. Zizmann said the Juvenile Building is being renovated and the grant allows the County match through in kind services, which could be achieved through the building renovation projec and installation of surveillance cameras. Any additional staff would be hired through the grant and would need to be pre-certified to be eligible for other grants.

Supervisor Bill Russell asked if the County meets the criteria. Ms. Zizmann said yes, according to Judge Wilson. Ms. Zizmann said they are meeting today to finalize the paperwork and will come back to the Board to request acceptance of the grant.

Supervisor Russell asked if the additional staff would be new or existing employees. Ms. Zizmann said existing staff would be trained and pre-certified.

Supervisor Mark Gardner said it is like doubling county money because we have to do the work anyway.

Supervisor Medlin asked what the person hired with grant funds would be doing. Ms. Zizmann said that person would be the coordinator over ankle bracelets and make sure the facility is compliant. Supervisor Medlin said he did not want to get into a 50% matching grant. He suggested looking for a grant where we could purchase security cameras and do the modification without a match.

Supervisor Gardner said there are new rules for detention of juveniles. Supervisor Gardner asked if someone could give Judge Wilson the architect’s phone number. Sheriff Bill Rasco said he had spoken to Mr. Childress.

Supervisor Bill Russell made the motion and Supervisor Lee Caldwell seconded the motion to approve applying for the PREA (Prison Rape Elimination Act) grant by July 5, 2013 and to use existing staff and real property as in kind services to satisfy the County matching funds requirements.

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

2. Supervisor Jessie Medlin - Texas Gas Transition

Supervisor Medlin asked about the Texas Gas Transition.

Supervisor Bill Russell said he spoke with the general manager and he said they are repurposing the line from gas to liquid. Supervisor Russell said the valves are underground and must be raised above ground. He said there are no additional safety issues.

3. Board Attorney Tony Nowak requested adding the following:

a. ACLU Records Request

Supervisor Bill Russell made the motion and Supervisor Lee Caldwell seconded the motion to approve hiring the Smith, Phillips, Mitchell, Scott and Nowak Law Firm to respond to the records request from the ACLU regarding the Sheriff’s Department.

The motion passed by a vote as follows:

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

b. Inmate initial appearances litigation for a possible executive session discussion. This item was later determined to qualify for executive session.

4. County Administrator Vanessa Lynchard requested add the following items:

a. Holiday Closings

Supervisor Harvey Lee made the motion and Supervisor Lee Caldwell seconded the motion to approve the Holiday closings set by the state for July 4, 2013 Holiday as July 4th and 5th for county government closings.

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

b. Project Consultant for County Construction Projects

No action was taken on this item.

c. Copiers for document storage project

County Administrator Vanessa Lynchard said the document storage project is going very well. Ms. Lynchard said they discovered they can be more productive with more than one scanner and recommended retaining a copier from R.J. Young which has the capability to scan documents. She said R.J. Young would charge the county 2.5 cents per copy but only a minimal number of copies would be made by that copier.

Supervisor Harvey Lee made the motion and Supervisor Lee Caldwell seconded the motion to approve retaining the copier/scanner from R.J. Young for the document storage project and to pay 2.5 cents per copy and paying no charges for scanning.

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

d. Request to delete the following items: I.4, I.6.b and I.7.a

5. Director of Administrative Services Pat McLeod

a. Contracts: Road Department – Preventive Maintenance Agreement with Digital Now for Engineer’s Plotter

b. Sheriff’s Department – Approve Purchase exceeding \$25,000

Supervisor Lee Caldwell made the motion and Supervisor Harvey Lee seconded the motion to approve the preventive maintenance agreement with Digital Now for a plotter for the Road Department in the amount of \$719.00 annually; and to approve a purchase exceeding \$25,000 by the Sheriff’s Department for two Guardian Property and Evidence packaging systems (Model 1416G) at a cost of \$7,995.00 each and two Guardian Pre3 Inmate clothing storage systems at a cost of &7,995.00 each for a total cost of \$31,940.40.

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

See Exhibit F.5

6. Office of Finance and Accounting – Late Bills

Supervisor Jessie Medlin made the motion and Supervisor Harvey Lee seconded the motion to approve the following late bills:

a. Bryant Tire Center - \$321.00 Road Department

b. Board Attorney - Travel Expenses - \$714.80 - Board Attorney Tony Nowak for hotel and mileage to the MAS Convention from June 17 through June 21, 2013.

c. Turning Point (5) – 5/13/2103 thru 6/20/2013 \$1,000; 5/20/2013 thru 6/18/2013 \$500.00; 6/19/2013 \$100.00; 5/30/2013 thru 6/17/2013; \$750.00; 5/27 & 5/30/2013 \$250.00.

d. Office Depot – June 13, 2013 office supplies for Youth Services - \$209.56

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

See Exhibit F.6

7. State Aid Engineer: Travel to Washington, D.C.

State Aid Engineer Tracy Huffman said this would be a good time to follow up on their last visit to D.C. They will be drafting a new bill and then recess in August.

Supervisor Bill Russell made the motion and Supervisor Harvey Lee seconded the motion to approve travel for Board Attorney Tony Nowak and others to go to Washington, D.C. relating to the Federal Highway Bill.

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
 Supervisor Harvey Lee, Fifth District

YES
YES

G. CONSENT AGENDA

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

1. Dept. of Human Resources: Monthly Health Claims

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

Funding Request	Date Paid	Amount	Claim Type
Date			
6/1/13	6/3/13	\$80,289.79	Administration Fees
6/3/13	6/4/13	\$44,456.95	Medical
6/4/13	6/4/13	\$7,619.30	Dental
6/4/13	6/4/13	\$10,885.44	Pharmacy
6/10/13	6/11/13	\$27,881.08	Medical
6/10/13	6/11/13	\$4,615.30	Dental
6/10/13	6/11/13	\$16,330.63	Pharmacy
6/17/13	6/17/13	\$77,942.56	Medical
6/17/13	6/17/13	\$5,850.95	Dental
6/17/13	6/17/13	\$15,315.11	Pharmacy
6/24/13	6/25/13	\$114,749.15	Medical
6/24/13	6/25/13	\$6,299.75	Dental
6/24/13	6/25/13	\$11,221.75	Pharmacy
	TOTAL	\$423,457.76	

2. Justice Court Report

Monthly Report

Criminal Cases Filed 112
 Civil Cases Filed 600
 Traffic Tickets Filed 1,776
 Total Cases Filed 2,488
 State Assessments \$88,584.83
 County General Fund \$129,699.61
 Total Collections \$218,284.44

3. Bailiff Pay

Liz Medlin \$190.00
 Chris Plumlee \$135.00
 Brandon Hylander \$435.00
 Bobby Holloway \$310.00

4. Publication of Board Proceedings

5. Office of Finance & Accounting

a. Approve Budget Amendments

b. Quarterly Budget Allocations

July 1, 2013

QUARTERLY BUDGET ALLOCATIONS
For Quarter Ending September 30, 2013

TAX ASSESSOR:

Department 103.....\$323,560.75

TAX COLLECTOR:

Department 104.....\$322,227.50

SHERIFF:

Department 200 (Sheriff Administration).....\$ 325,586.58
 Department 201 (Aviation).....\$ 275,205.25
 Department 202 (Patrol/Law Enforcement).....\$ 2,766,817.75
 Department 214 (Highway Safety Grant).....\$ 49,490.91
 Department 215 (Occupant Protection Grant) ..\$ 2,505.75
 Department 220 (Custody of Prisoners).....\$ 640,744.41
 Department 222 (Prisoners' Medical Expense) \$ 310,711.00
 Department 223 (Juvenile Detention).....\$ 261,859.91
 TOTAL..... \$4,632,921.56

c. Request for Transfer Sheriff Seized Funds

REQUEST FOR TRANSFER OF SHERIFF SEIZED FUNDS

July 1, 2013

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
2013-21894	Jalisa Pointer	5/16/13	27760	105.00	6/18/13
2013-21894	Dennis Washington	5/16/13	27760	97.89	6/18/13
			TOTAL	\$202.89	

Transfer from Sheriff-Seized Fund (123-000-139) \$202.89
 Transfer to Sheriff-Forfeiture Fund (120-000-238) \$202.89

d. Inventory Dispositions – Final: BOS

ASSET #	DESCRIPTION	SERIAL #	ISSUE/REASON FOR DISPOSAL	Y R A C Q	C O S T	LOCATION AT PRELIMINARY	PRELIMINARY APPROVAL DATE	DISPOSED OF BY	FINAL DISPOSAL LOCATION
40560	HP PHOTOSMART DIGITAL CAMERA	CN79CC10KM	NON REPAIRABLE - COST EXCEEDED VALUE	10	1H	INV CLERK OFC	06/17/13	CHAR MCCOOL	E-WASTE

6. Office of Procurement: Request to Accept Bid Specifications and to Approve Seeking Bids for Emergency Outdoor Warning Sirens

7. Sheriff's Department: Authorize Board President to Sign State Inmate Reimbursement Request

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

a. DeSoto County and its Municipalities Law Enforcement Information System Memorandum of Understanding

b. SECURUS Inmate Phone Service Agreement with DeSoto County Sheriff's Department

9. Road Department: a. Road Report b. Work Schedule c. Road Bond Report

10. State Aid Engineer: Approval of 2013 Special Bridge Inspection Board Order–State Aid

11. Appointments

a. Remove from Signing Purchase Requisitions: Melissa Grant

b. Authorization to Sign Purchase Requisitions: Robin Lambert

b. Chancery Clerk Allowance – \$1,500.00

Supervisor Jessie Medlin asked Road Manager Andy Swims and State engineer Tracy Huffman if the Approval for the 2013 Special Bridge Inspection Board Order over Pigeon Roost Creek Canal along Ingrams Mill Road is for only one bridge.

Mr. Huffman said, yes, this is one bridge and it is held up by a steel girder which is subject to fatigue.

Supervisor Harvey Lee made the motion and Supervisor Lee Caldwell seconded the motion to approve the actions set forth in 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 Harvey Lee, Fifth District	<u>YES</u>

See Exhibit G

H. OLD BUSINESS

1. Board Attorney: Right of Way Acquisition on Polk Lane – Authorize Clerk to Write the Check

Board Attorney Tony Nowak said the landowners accepted the offer of \$3,100 for the 1.4 acres of property on Polk Lane, which the County is acquiring for road right of way.

Supervisor Jessie Medlin made the motion and Supervisor Lee Caldwell seconded the motion to authorize the Clerk to write the check in the amount of \$3,100.00 for 1.4 acres on Polk Lane owned by Central States Development.

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

2. DCRUA Loan Agreement

County Administrator Vanessa Lynchard said many years ago the Board of Supervisors provided startup money for the DeSoto County Regional Utility Authority. Ms. Lynchard said this was a crucial point in the county when it was growing very rapidly. She said the county agreed, according to legislation, to provide the funding and give DCRUA 10 years to get started and then the county would be reimbursed by DCRUA. Ms. Lynchard thanked Bill Austin for all of the proper documentation during that time which has made this an easy process.

Ms. Lynchard said the proposed agreement establishes a 30 year period for DCRUA to repay DeSoto County at \$10,000 per month with no interest beginning October 1, 2014. Ms. Lynchard said there is no penalty for early pay off.

Supervisor Bill Russell made the motion and Supervisor Lee Caldwell seconded the motion to approve the agreement with the DeSoto County Regional Utility Authority to repay the county \$3,900,000.00 at \$10,000 per month for 30 years, beginning October 1, 2014, with no interest and no penalty for early pay off and for the Board President to sign the documents.

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

See Exhibit H.2

3. Department of Human Resources: Approval for Cigna Agreements and Board President to Sign

a. Life Policy & Certificate

b. Accidental Policy & Certificate

c. Short Term Disability & Certificate

d. Long Term Disability & Certificate

Director of Human Resources Janna Rogers said the process was lengthier because the county changed insurance vendors. Ms. Rogers said she reviewed these final documents and the Board Attorney has reviewed them as well.

Supervisor Jessie Medlin asked if there was a price change. Ms. Rogers said the pricing is according to the bid and reflects that pricing. She said there was no increase. There was a change by using Cigna and it is a savings and a better policy.

Supervisor Lee Caldwell made the motion and Supervisor Jessie Medlin seconded the motion to approve the agreements with Cigna consisting of the Life Policy & Certificate; Accidental Policy & Certificate; Short Term Disability & Certificate and the Long Term Disability & Certificate; and approve the Board President to sign all related documents.

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

See Exhibit H.3

I. NEW BUSINESS

1. 9:00 a.m. – Tax Assessor: Presentation of Preliminary Land Rolls – Real & Personal

DeSoto County Tax Assessor Parker Pickle presented the total assessed values for DeSoto County as of July 1, 2012 as follows:

Total Assessed Value

July 1, 2013
July Re-Cap

Full County Taxes

Real	1,078,459,700
Personal	202,100,604
Public Utilities	36,688,267
Mobile Homes	997,410
Automobiles	<u>223,607,371</u>
Total	1,541,853,352

School Tax Only

Real	47,437,106
Personal	<u>30,202,042</u>
Total For Schools	77,639,148

Fee in Lieu Value

Real	0
Personal	<u>0</u>
Total	0

Total Assessed Value 1,619,492,500

Total Assessed Value 2013 1,619,492,500

Total Assessed Value 2012 1,603,722,772

Increase 15,769,728

.98% Increase

Total Appraised Value
July 1, 2013

Real Property	9,573,337,495
Personal Property	1,548,684,305
Public Utilities	122,294,223
Mobile Homes	6,649,400
Automobiles	<u>745,357,903</u>
Total Appraised Value	11,996,323,326

Fee In Lieu

Real	0
Personal	<u>0</u>
Total	0

2013 Total Appraised Value 11,996,323,326

2012 Total Appraised Value 11,903,068,287

Increase 93,255,039

.783 % Increase

Mr. Pickle said he was happy to report that the total assessed value was up \$16 million from last year. He said that reflects almost a 1% increase.

Mr. Pickle said McKesson will come on the tax rolls with paying a fee in lieu of taxes in July because we received their figures late. He estimated that \$685,000 of McKesson's fee will go to the schools and then the city gets their part as well.

Mr. Pickle said on appraised values, real property was \$9.6 billion and all of the figures are very good. He said it reflects over a 1% increase.

County Administrator Vanessa Lynchard said she attended the MAS Convention and heard other counties concerned because people are leaving their county. That is not the case in DeSoto County; we are very fortunate to see growth. Mr. Pickle said he believes he has seen only one decrease in his 33 years in the Tax Assessor's office and it was either in 2009 or 2010.

This day came on to be considered by the Board of Supervisors of DeSoto County, Mississippi, the matter of equalizing assessments of real and personal property for the year 2011, and the Board affirmatively finds and adjudicates that Parker Pickle, Tax Assessor of DeSoto County, has completed and filed the 2013 real and personal assessment rolls of DeSoto County, Mississippi, and in accordance with the provisions of Section 27-35-81, Mississippi Code 1972, has delivered said rolls in legal form to the Clerk of the Board of Supervisors of this county on or before the First Monday of July 2013, and that said Assessor has made and appended to said real and personal rolls the affidavit in the form and as provided by law.

NOW THEREFORE, it is ordered that this Board of Supervisors will immediately at its July 1, 2013 meeting proceed to equalize such rolls and will cause to be assessed any person, or thing, found to be omitted, and correctly value any property found to be undervalued, and do all things required by Section 27-35-87, Code of 1972, and other laws, and cause all corrections to be made in the said rolls, and will complete such equalization at least ten (10) days before the August, 2013 meeting, and upon adjournment will immediately by newspaper publication notify the public that such rolls so equalized are ready and open for inspection and examination.

Supervisor Jessie Medlin made the motion and Supervisor Lee Caldwell seconded the motion to accept the preliminary tax rolls for Real & Personal Property Assessments for DeSoto County for the 2013 tax year as presented by Tax Assessor Parker Pickle and to instruct notification be given to the public that the tax rolls are available and on display for review as required by the Mississippi Code.

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

See Exhibit I.1

2. DeSoto County Animal Services: "Dog Days of Summer Adoption Event" July 20, 2013

Director of Animal Services Monica Mock said the Animal Shelter will be holding "Dog Days of Summer Adoption Event" on July 20th from 10:00 a.m. till 2:00 p.m. She explained the fees for adoptions and fees for services for the public who want to take advantage of immunizations and other testing as well as micro-chipping for their pets. Ms. Mock said they are placing flyers at the court house, small grocery stores and other public places. She said they like holding the event in July because it is a slow month at the Shelter and it gives them the chance to adopt out animals and help the general public with their pets.

Supervisor Jessie Medlin suggested putting flyers at the libraries as well.

Supervisor Mark Gardner commended Ms. Mock and the other employees for the work they do and for keeping the Shelter clean.

Supervisor Harvey Lee said he participated in a Homeowners Association meeting and they talked about the cleanliness of the Shelter and how well it is run. He said it made him very proud to hear the positive comments about the Shelter.

Supervisor Lee Caldwell said she too appreciated the personalized care and touch the Shelter gives to animals that they pick up. She said they take such good care of them and clean them up when they get to the Shelter. Supervisor Caldwell said the Shelter is to be commended.

Supervisor Harvey Lee made the motion and Supervisor Lee Caldwell seconded the motion to approve Saturday July 20, 2013 as “Dog Days of Summer Adoption Event” at the DeSoto County Animal Shelter from 10:00 a.m. until 2:00 p.m. and to approve the fees as follows:

Adoptions \$10(includes testing, micro-chipping, 3:1 vaccination)

For the public we also offer:

- Dog & Cat 3:1 vaccine \$10
- Micro chipping \$10
- Canine Heartworm test \$10
- Feline Lk/Fiv \$10
- Free Hot Dogs (while they last)

Desoto County Animal Services
1251 Humane Way, Nesbit, MS
662-469-8004

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

See Exhibit I.2

3. EMS – Yazoo Mississippi Delta Levee Board Summer Work Program

Director of Emergency Services Bobby Storey said every year EMS has participated in the Yazoo Mississippi Delta Levee Board Summer Work Program. Director Storey said they conduct the Summer Work Program which allows young people to serve local Emergency Management Agencies as a summer intern. The program is full funded by the Yazoo-Mississippi Delta Levee Board.

Director Storey said this year they are providing one young person for DeSoto County. He said the program is successful and speaks for itself. Director Storey said they have used four young people in the past and two of those went into EMT Basic and Firefighting.

Director Storey requested permission to utilize the program for six weeks and to approve an intern to work alongside the staff, participating in daily duties.

Supervisor Harvey Lee made the motion and Supervisor Lee Caldwell seconded the motion to approve Emergency Services to participate in the Yazoo Mississippi Delta Levee Board Summer Work Program during the months of June and July 2013 and to approve James Brandon Self to work alongside the staff of the DeSoto County Emergency Services as an intern participating in daily duties.

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

See Exhibit I.3

4. Environmental Services: DeSoto County Ink and Cartridge Recycle Program

This item was removed from the Agenda to be heard at a later date.

5. Office of Finance and Accounting

a. Fiscal Year 2012 Audit Report Summary

Chief Financial Officer Tom Arnold presented the 2012 Audit Report Summary for DeSoto County. Mr. Arnold said there were no internal control deficiencies; the county is in compliance with the established centralized purchasing for all funds of the county and has established an inventory control system. Mr. Arnold said there is an unqualified audit opinion and there were no findings in the report.

County Administrator Vanessa Lynchard said this report reflects a lot of hours that Mr. Arnold worked including evenings and weekend. Ms. Lynchard commended Mr. Arnold for the hard work and for such a positive audit report. She said that Mr. Arnold has suggested outsourcing this process. It is very cumbersome and time consuming.

Supervisor Bill Russell asked who would start doing this process. Mr. Arnold said it would be better for a CPA firm to do the work.

Supervisor Mark Gardner said this report is more than a \$100 million budget and it is a direct reflection on Mr. Arnold's department in addition to getting this commendation.

Mr. Arnold thanked Mr. Gardner and said he has four good employees that make him look good.

Ms. Lynchard said this is also a reflection on the Board of Supervisors. She said they have controls in place to monitor spending and they are very diligent in making decisions.

Sheriff Bill Rasco said he would like to pay tribute to Donna Ford in his office as well. She does a great job of taking care of the Sheriff's Department. Mr. Arnold said Ms. Ford does a great job and is very good to work with.

Supervisor Jessie Medlin made the motion the motion and Supervisor Lee Caldwell seconded to accept the DeSoto County, Mississippi Audited Financial Statements and Special Reports for the Year Ended September 30, 2012 and to establish as part of the formal record and enter into the Board's minutes.

The motion passed by a vote as follows:

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

See Exhibit I.5.a

b. Inventory Dispositions – Preliminary: Animal Shelter

Inventory Clerk Char McCool presented a preliminary disposition from the Animal Shelter for the Board's consideration. She said the pressure washer does not work and the radios would cost more to repair than to replace.

Supervisor Jessie Medlin said he thought the Animal Shelter recently bought a pressure washer. Ms. Lynchard said the pressure washer is really used a lot and therefore, does not last a long time.

Supervisor Lee Caldwell made the motion and Supervisor Harvey Lee seconded the motion to approve the preliminary inventory disposition as follows for the Animal Shelter:

ASSET #	DESCRIPTION	SERIAL #	ISSUE/REASON FOR DISPOSAL	Y R A C Q	C O S T	LOCATION AT PRELIMINARY
39332	LANDA PRESSURE WASHER	100042	NON WORKING / PARTS USED TO REPAIR ASSET 34567	08	9H	ANIMAL SHELTER
39724	MOTOROLA HH RADIO	921TJQ0479	NON WORKING OR REPAIRABLE / COST EXCEEDED VALUE	08	9H	ANIMAL SHELTER
39727	MOTOROLA HH RADIO	921TJQ0495	NON WORKING OR REPAIRABLE / COST EXCEEDED VALUE	08	9H	ANIMAL SHELTER

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

See Exhibit I.5.b

c. Claims Docket

Chief Financial Officer Tom Arnold, of the Office of Finance and Accounting, presented the claims docket to the Board. Mr. Arnold read the items on the claims docket individually and the Board discussed these items.

Supervisor Lee Caldwell asked about the claim on page 70 for the Tourism Building. Mr. Arnold said the Convention Bureau does reimburse the county for that amount.

Supervisor Mark Gardner asked about the following claims:

Page 15 - City of Hernando Electric Mr. Arnold said that is for rental space at the Gale Center

Page 23 – Next Step Innovation – IT Director John Mitchell said that is for license renewal and firewall maintenance for the county computer systems.

Page 39 – RBM Consulting – Mr. Arnold said that is the maintenance contract for the voting machines.

Page 97 – Jones Davis Assoc. Hallum Estates – Road Manager Andy Swims said the study is completed and they are looking at alternatives.

Page 102 – McBride Dale Assoc. – Mr. Arnold said this for the I-69/269 corridor study.

Planning Director Ted Garrod said the study would be presented to the Board in the near future. He said there is one more outstanding payment.

Supervisor Jessie Medlin asked about the following claims:

Payment to MDOT for Craft Road - Mr. Arnold said this is the first payment to MDOT for Craft Road. Mr. Arnold said there are various stages in the process and we have made one payment.

Page 14 – Unemployment for former custodial employees – Mr. Arnold confirmed that the county is paying unemployment for five former custodial employees and it is paid quarterly.

Page 10 – Office of State Auditor – Mr. Arnold said that is payment for the person who did the review.

Supervisor Medlin asked if the county has received anything in writing from the CVB regarding

loan repayment. Ms. Lynchard said nothing had been received in writing but she has an appointment to meet with their financial people.

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 Bill Russell seconded the motion to authorize the Chancery Clerk to pay the bills as presented by the Chief Financial Officer.

The motion passed by a vote as follows:

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

6. Board Attorney

a. Consideration for Approval: 2013 JAG Interlocal Agreement

Board Attorney Tony Nowak said this interlocal agreement is between the county and the cities of Southaven and Olive Branch. Mr. Nowak said the cities administer the JAG grant which provides funds for their law enforcement departments. The county has no involvement with the grant but an interlocal agreement is required and the County must sign the agreement to acknowledge the how the funds will be distributed.

Supervisor Lee Caldwell made the motion and Supervisor Jessie Medlin seconded the motion to accept the Memorandum of Understanding (MOU) in the nature of an interlocal agreement between DeSoto County, Mississippi and the City of Olive Branch, MS and the City of Southaven, MS for 2013 Edward Byrne Justice Assistance Grant (JAG) and approve the Board President to sign the document.

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

See Exhibit I.6.a

b. Approval to Seek an Ethics Opinion on Justice Court Judge Training the Sheriff's Department

This item was removed from the Agenda.

7. Appointments

a. Recreational District

County Administrator Vanessa Lynchard said it is not necessary for the Board to discuss this item on the Agenda so it was removed.

b. Port Commission

Supervisor Harvey Lee made the motion and Supervisor Jessie Medlin seconded the motion to accept the appointment of Joey Roberson for District 5.

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

See Exhibit I.7.b

8. County Administrator

a. Vehicle Use Policy

County Administrator Vanessa Lynchard presented the county vehicle use policy and said it has been updated.

The Board discussed some of the changes including maintenance of the vehicles and incidental use of the vehicles.

Ms. Lynchard explained the IRS rule which indicates that it is considered a fringe benefit for anyone who takes a vehicle home and they will be taxed.

Ms. Lynchard discussed the rule and the process for logging mileage and how to count it on employee taxes.

Supervisor Lee Caldwell made the motion and Supervisor Harvey Lee seconded the motion to adopt the updated DeSoto County Vehicle Use Policy.

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 Harvey Lee, Fifth District YES

See Exhibit I.8.a

b. Air Quality

County Administrator Vanessa Lynchard said the air quality rating for the county will come out in 2015. She said that MDEQ said it is vital for the County to be proactive in this process. Ms. Lynchard said they will reenact the Ozone Action Committee. She said when she presented this issue at the County on Governments (COG) meeting and they endorsed the county to lead the way and to work with DEQ. She said they are reaching out to everyone including businesses to educate them about air quality. Ms. Lynchard said we get a daily reading and can ask people to not cut their grass that day.

Supervisor Jessie Medlin said we did have a no idling policy on county vehicles but he has noticed that it is not adhered to now.

Ms. Lynchard said the county would get the reading in 2015 and she recommended getting a scientific program that could manage it on a computer.

Ms. Lynchard said she is appointing Gia Matheny and Robin Lambert in the Administration office to co-lead the county in this effort. She also said she wanted the county designees to receive overtime pay for doing this event after hours. Ms. Lynchard said the Board of Supervisors' Ozone Action Committee gives them more legs at county buildings to also assist in this effort. Supervisor Jessie Medlin said this is all good but are they going to make the public aware. Ms. Lynchard said yes.

Supervisor Bill Russell said he thought Ms. Lynchard had a well thought out plan and he thanked her for the update.

Supervisor Bill Russell made the motion and Supervisor Harvey Lee seconded the motion to appoint Gia Matheny and Robin Lambert to co-lead the effort with air quality and to apply for a grant.

The motion passed by a vote as follows:

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

See Exhibit I.8.c

J. PLANNING COMMISSION AGENDA

DeSoto County Board of Supervisors
Planning Agenda

July 1, 2013
11:00 a.m.

PUBLIC HEARING

Supervisor Medlin made a Motion to open a Public Hearing. Supervisor Lee seconded the Motion.

THE FOLLOWING ACTION WAS TAKEN ON THIS MATTER:

FIRST DISTRICT SUPERVISOR, JESSIE MEDLIN	<u>YES</u>
SECOND DISTRICT SUPERVISOR, MARK GARDNER	<u>YES</u>
THIRD DISTRICT SUPERVISOR, BILL RUSSELL	<u>YES</u>
FOURTH DISTRICT SUPERVISOR, LEE CALDWELL	<u>YES</u>
FIFTH DISTRICT SUPERVISOR, HARVEY LEE	<u>YES</u>

Harold Smith Rezoning (723) – Application is for approval of Rezoning of property from Agricultural-Residential (A-R) to Planned Commercial (C-4), identified as Parcel #2-06-9-32-00-0-00015-02. Subject property is located on the north side of Byhalia Road and east side of Craft Road in Section 32, Township 2, Range 6 and is zoned Agricultural (A-R). (District 5)

Mr. Haysley stated staff is requesting this item be continued until the July 15, 2013 Board of Supervisors meeting to allow the applicant time to meet with Supervisor Lee concerning this project.

Supervisor Lee made a Motion to table the application Harold Smith Rezoning (723) until the July 15, 2013 meeting to allow the applicant time to meet with Supervisor Lee concerning this project. Supervisor Medlin seconded the Motion.

THE FOLLOWING ACTION WAS TAKEN ON THIS MATTER:

FIRST DISTRICT SUPERVISOR, JESSIE MEDLIN	<u>YES</u>
SECOND DISTRICT SUPERVISOR, MARK GARDNER	<u>YES</u>
THIRD DISTRICT SUPERVISOR, BILL RUSSELL	<u>YES</u>
FOURTH DISTRICT SUPERVISOR, LEE CALDWELL	<u>YES</u>
FIFTH DISTRICT SUPERVISOR, HARVEY LEE	<u>YES</u>

Supervisor Medlin made a Motion to continue the Public Hearing until July 15, 2013 at 11:00 a.m. Supervisor Lee seconded the Motion.

THE FOLLOWING ACTION WAS TAKEN ON THIS MATTER:

FIRST DISTRICT SUPERVISOR, JESSIE MEDLIN	<u>YES</u>
SECOND DISTRICT SUPERVISOR, MARK GARDNER	<u>YES</u>
THIRD DISTRICT SUPERVISOR, BILL RUSSELL	<u>YES</u>
FOURTH DISTRICT SUPERVISOR, LEE CALDWELL	<u>YES</u>
FIFTH DISTRICT SUPERVISOR, HARVEY LEE	<u>YES</u>

K. EXECUTIVE SESSION

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

Supervisor Lee Caldwell made the motion to recess the Board meeting until July 15, 2013 at 9:00 a.m. The motion was seconded by Supervisor Bill Russell.

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

THIS the 1st day of July, 2013, these minutes have been read and approved by the DeSoto County Board of Supervisors.

Mark Gardner, President
DeSoto County Board of Supervisors