

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

July 5, 2016

A. CALL TO ORDER

The July 5, 2016 meeting of the DeSoto County Board of Supervisors was called to order by Supervisor Jessie Medlin, Board President.

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

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

B. INVOCATION

Supervisor Lee Caldwell presented the invocation.

C. PLEDGE OF ALLEGIANCE

D. APPROVAL OF JUNE MINUTES

Supervisor Medlin asked if everyone had read over the June minutes.

Supervisor Mark Gardner made the motion and Supervisor Lee Caldwell seconded the motion to accept the minutes of the Board of Supervisors for June 6, 2016, as presented this date with no changes to the draft minutes 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 Michael Lee, Fifth District	<u>YES</u>

Supervisor Lee Caldwell made the motion and Supervisor Michael Lee seconded the motion to accept the minutes of the Board of Supervisors for June 20, 2016, as presented this date with no changes to the draft minutes previously submitted; pursuant to Section 19-3-27 of the Mississippi Code of 1972, annotated. Supervisor Gardner abstained as he was not present June 20, 2016.

The motion passed by a vote as follows:

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

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

E. PRESENTATION OF 2016 PRELIMINARY LAND ROLL – REAL AND PERSONAL

Tax Assessor Parker Pickle presented the preliminary 2016 Land Rolls. Parker Pickle informed the Board that there was a 3% increase in total assessed value, resulting in a \$49,045,195.00 increase in total assessed value over last year. Supervisor Bill Russell asked which areas were the major factors. Supervisor Lee Caldwell commented the County has experienced a large industrial growth. Mr. Pickle stated the increase was a combination of business, industrial, and residential. He reminded the Board that his office sees county and city growth, and there was a tremendous amount of residential growth last year within the cities. Mr. Pickle also pointed out that as a county gets larger it is hard to get a larger assessment percentage; and he is very pleased with the numbers. Mr. Pickle also gave credit to the excellent staff in the Tax Assessor’s office.

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 2016, and the Board affirmatively finds and adjudicates that Parker Pickle, Tax Assessor of DeSoto County, has completed and filed the 2016 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 at the first meeting of July 2016, and that said Assessor has made and appended to said real and personal rolls the affidavit in the form and as provided by law.

Supervisor Lee Caldwell made the motion and Supervisor Mark Gardner seconded the motion to accept the preliminary tax rolls for Real & Personal Property Assessments for DeSoto County for the 2016 tax year as presented by Tax Assessor Parker Pickle, to make them a permanent part of the Board minutes, that the Board immediately proceed to equalize such rolls, 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, 2016 meeting, and that notification be given to the public by newspaper publication 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 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

County Administrator Vanessa Lynchard presented the Order of the Board of Supervisors RE: Real and Personal Property Assessment Rolls to be approved by the Board.

Supervisor Bill Russell made the motion and Supervisor Lee Caldwell seconded the motion to approve the Order RE: Real and Personal Property Assessment Rolls as presented by Mrs. Lynchard and Tax Assessor Parker Pickle.

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

Total Appraised Value
July 5, 2016

Real Property	10,120,588,974
Personal Property	1,270,186,671
Public Utilities	142,280,533
Mobile Homes	6,210,123
Automobiles	<u>863,748,476</u>
Total	12,403,014,777

Fee In Lieu

Real	76,847,415
Personal	<u>39,358,012</u>
Total	116,205,427

Total Appraised Value **12,519,220,204**

2016 Total Appraised Value	12,519,220,204
2015 Total Appraised Value	<u>12,217,827,799</u>
Increase	301,392,405

2.47 % Increase

Parker Pickle, DeSoto County Tax Assessor

Total Assessed Value
July 5, 2016
July Re-Cap

Full County Taxes

Real	1,104,908,235
Personal	164,993,171
Public Utilities	42,684,160
Mobile Homes	931,518
Automobiles	<u>259,124,543</u>
Total	1,572,641,627

School Tax Only

Real	90,982,071
Personal	<u>25,534,830</u>
Total For Schools	116,516,901

Fee in Lieu Value

Real	11,527,112
Personal	<u>5,903,702</u>
Total	17,430,814

Total Assessed Value **1,706,589,342**

Total Assessed Value 2016	1,706,589,342
Total Assessed Value 2015	<u>1,657,544,147</u>
Increase	49,045,195

2.96% Increase

ASSESSMENT OF DESOTO COUNTY, JANUARY 1, 2016
As shown by the rolls thereof filed by the County Assessor of said County with the Clerk of the Board of Supervisors of said County, on the 5th day of July, 2016

Classes of Personal Property	1 True Value of all Properties Reflected in Columns 2 and 3				Ratio %	2 Assessed Valuation (Use whole dollars no cents.)			3 DO NOT INCLUDE THIS VALUE IN COLUMN 2		Mfg. Products (School Tax Only)
	Billions	Millions	Thous.	Hunds.		Millions	Thous.	Hunds.			
A. Automobiles		803	748	476	30	259	124	543	A		
B. Mobile Homes		6	210	123	15		932	518	B		
1. Furniture & Fixtures		389	664	417	15	49	648	551	1	8801	112
2. Machinery and Equipment		440	359	188	15	49	326	167	2	16687	711
3. Leased Equipment			16	273	15		2	441	3		
4. Inventories		432	581	179	15	64	884	934	4	7	243
5. Banks (Intangibles Only)									5		
6. In Lieu (27-31-104)		39	358	012	15	5	903	702	6		
7. Miscellaneous		7	705	614	15	1	121	078	7	33	76A
8. Manufactured Products (Subject to 27-31-7 & 51-10-355)											B
C. Grand Total	2	179	503	282		430	952	954	C	25334	830
D. Total Subject to Levee Tax									D		

Total Number of Personal Property Parcels Assessed 4602

Class of Land	1 True Value of all Properties Reflected in Columns 2 and 3				Ratio %	2 Assessed Valuation			3 DO NOT INCLUDE THIS VALUE IN COLUMN 2		No. Acres			
	Billions	Millions	Thous.	Hunds.		Millions	Thous.	Hunds.						
1 Class 1 lands	1	326	419	991	10	132	641	999	1		250585.34			
2 Class 1 Improvements	5	117	540	804	10	511	754	080	2					
3 Cultivable Lands (excluding improvements)		162	975	205	15	24	446	281	3					
4 Building & Improvements on country lands		95	741	486	15	14	361	223	4					
5 Uncultivable lands (excluding improvements & timber)		10	285	882	15	1	542	882	5					
6 Real estate in cities, towns & villages		939	043	421	15	129	812	366	6	11044		147		
7 Buildings & Improvements thereon	2	468	582	185	15	290	349	404	7	79937		924		
8 In Lieu (27-31-104)		76	847	415	15	11	527	112	8					
A. Total acreage & Valuation subject to tax	10	197	436	389		1116	435	348	A	90982		071	A	
9 U.S. Government Land													9	13545.44
10 Exempt land & school land													10	2930.33
11 State, County, Municipal land													11	8465.24
12 Acres assessed by tax commission												12		
B. TOTAL LAND IN COUNTY												B	275526.35	
C. Lands subject to levee taxes												C		

Total Number of Real Property Parcels Assessed 71411

Witness my hand, this the 5th day of July, 2016


County Tax Assessor of Said County

See Exhibit E.

F. CITIZEN REMARKS & PRESENTATIONS

1. DeSoto Greenways & Parks Projects Update

DeSoto County Greenway Coordinator Larry Jarrett stated he wanted to update the Board on the many projects that are underway. Mr. Jarrett handed out a list of projects and emphasized a few of them. Mr. Jarrett pointed out that the ARK Education Building Project has been approved by the Corps of Engineers, and has received the following donations. Memphis Stone & Gravel gave a \$4,000.00 in-kind donation of gravel and Doug Thornton; AERC gave in-kind architectural services of \$7,392.00. Mr. Jarrett further informed the Board that Greenways has had over \$208,000.00 in new corporate contributions this year. Supervisor Russell asked Tanner Kuntz to be sure the corporate sponsors of the Greenway projects were listed in the newsletter; and Supervisor Caldwell asked him to also put the list on the website. Mr. Jarrett said he would be happy to go speak with new corporations to let them know of opportunities to sponsor Greenway projects. Supervisor Russell said he would like Mr. Jarrett, Director of Economic Development Jim Flanagan, and the respective Supervisors to visit corporations in the County, especially the tax exemption applicants.

Mr. Jarrett also informed the Board they are hoping to get the former Corps of Engineers Field Office at Arkabutla turned over to North Mississippi Wildlife Rehab this week. He said the Corps did some remodeling and the lease amount on the building is zero.

Mr. Jarrett and Supervisor Caldwell are hoping to meet a landscape architect at the Eudora Park today or tomorrow and get that project out for bids.

Supervisor Gardner asked Mr. Jarrett to be sure, when referring to the Veteran's Park, not call it a memorial park. Supervisor Gardner stated it is a park to honor all Veterans, past and present.

Supervisor Russell asked about the Federal Land Grant monies that are coming up. Mr. Jarrett said he is pretty sure any road that connects to Arkabutla Lake will qualify. Supervisor Russell stated it looks like it will fit the River Park perfectly. Mr. Jarrett agreed, and said he is waiting to apply for the grant money. Supervisor Caldwell asked when the deadline was, and Mr. Jarrett said they will not accept applications until August.

Supervisor Jessie Medlin made the motion and Supervisor Mark Gardner seconded the motion to make the project report from DeSoto Greenways and Parks a part of the minutes.

The motion passed by a vote as follows:

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

See Exhibit F.1.

2. Blood Bank Shortage

Mr. Mark Thomas stated that he heard on the news that the local Blood Bank is asking for everyone to give blood because of a desperate need. Supervisor Gardner asked if the County still did blood drives. Mrs. Lynchard said the Lifeblood bus is here during the yearly health fair. Supervisor Gardner asked Mr. Kuntz to put information regarding the blood shortage on the website.

G. APPROVAL OF AGENDA: ADDITIONS AND DELETIONS

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

1. Additions to Agenda

a. Sheriff Bill Rasco requested to add the following:

- 1) Letter from MS Department of Health stating, due to state budget cuts, they will be charging \$500 per year for jail inspections. Board Attorney Tony Nowak said if the MS Dept. of Health does not come and inspect, the U.S. District Court can shut down the jail.**

Supervisor Jessie Medlin made the motion to approve paying the \$500.00 per year for jail inspections to the Mississippi Department of Health and to make the letter a part of the Board minutes.

The motion passed by a vote as follows:

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

Supervisor Mark Gardner made the motion and Supervisor Lee Caldwell seconded the motion to write

a letter to the DeSoto County Legislators to address every unfunded mandate sent down by the state.

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>

Sheriff Rasco further stated, as a matter of information, that DeSoto County no longer houses state inmates.

See Exhibit G.1.a.1.

2) Fence for SID seized vehicle lot. (New, J.16.)

Supervisor Caldwell stated that the Board also needed to look at fencing the Facilities lot, but that would probably come under next year’s budget.

b. Supervisor Bill Russell requested to add discussion regarding the Library Board appointee procedure. (Old, I.6.)

c. County Administrator Vanessa Lynchard requested to add the following:

1) Environmental Services – Litter Ordinance – Ranch Meadows Subdivision (New, J.3.b.)

2) Contract Administration – Cummins Allison/Jetscan – Finding of Fact for Prepayment (New, J.8.c.)

3) Legislation – Senate Bill 2364 (New, J.15.)

d. Environmental Services Manager Ray Laughter requested to add the following for consideration under Executive Session:

1) Potential Litigation: 1409 Highway 301

2) Potential Litigation: 9046 Green River Road

2) Deletions from Agenda:

a. Mrs. Lynchard requested to delete the following items from the Agenda:

1) H.3.a. – Remove Budget Amendment for Finance & Accounting only

2) J.8.a. – Contract Administration – DHS – Memphis Communications Corp.

Supervisor Lee Caldwell made the motion and Supervisor Jessie Medlin seconded the motion to approve the agenda items and actions with the additions, deletions, and changes as set forth above.

The motion passed by a vote as follows:

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

H. CONSENT AGENDA

1. Publication of Board Proceedings

2. Department of Human Resources: Monthly Health Claims Report

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
6/1/16	6/1/16	\$77,522.73	Administration Fees
6/6/16	6/6/16	\$100,833.14	Medical
6/6/16	6/6/16	\$8,545.45	Dental
6/6/16	6/6/16	\$26,944.71	Pharmacy
6/13/16	6/14/16	\$41,468.62	Medical
6/13/16	6/14/16	\$5,618.80	Dental
6/13/16	6/14/16	\$16,006.30	Pharmacy
6/20/16	6/21/16	\$120,398.88	Medical
6/20/16	6/21/16	\$8,188.40	Dental
6/20/16	6/21/16	\$36,443.94	Pharmacy
6/27/16	6/28/16	\$90,564.33	Medical
6/27/16	6/28/16	\$4,803.75	Dental
6/27/16	6/28/16	\$21,345.36	Pharmacy
	TOTAL	\$558,684.41	

3. Office of Finance & Accounting

- a. **Budget Amendments** - County Registrar, Board of Supervisors, Garbage & Solid Waste, Road Maintenance, Bridge & Culvert, EMS/EMA, Finance & Accounting, Sheriff's Department, DHS-Child Support, Juvenile Drug Court, Chancery Court Reporters, Road Department

		Fund/Department #	001-181				Updated 7/15	
(1)		County Registrar	Date:	7/5/2016				
ACCT #	LINE ITEM	YEAR TO DATE EXPENSES	ADOPTED BUDGET	INCREASE	DECREASE	REVISED BUDGET		
001-181-493	Preparing Elections	\$ 16,900.00	\$ 28,500.00		\$ 10,500.00	\$ 18,000.00		
001-181-924	Equipment	\$ -	\$ -	\$ 10,500.00		\$ 10,500.00		
TOTALS			\$ 28,500.00	\$ 10,500.00	\$ 10,500.00	\$ 28,500.00		
Reason for Request:	To purchase additional poll books.							
Requested by:	Dale Thompson							
(2)		County Registrar	Date:	001-181				Updated 7/15
ACCT #	LINE ITEM	YEAR TO DATE EXPENSES	ADOPTED BUDGET	INCREASE	DECREASE	REVISED BUDGET		
001-181-503	Cellular Telephone Service	\$ -	\$ -	\$ 800.00		\$ 800.00		
001-181-544	Service/Maintenance Contract	\$ 9,050.00	\$ 25,000.00		\$ 800.00	\$ 24,200.00		
TOTALS			\$ 25,000.00	\$ 800.00	\$ 800.00	\$ 25,000.00		
Reason for Request:	To purchase air cards for 40 electronic poll books to be used in the November Presidential election.							
Requested by:	Dale Thompson							
(3)		Board of Supervisors	Date:	001-100				Updated 7/15
ACCT #	LINE ITEM	YEAR TO DATE EXPENSES	ADOPTED BUDGET	INCREASE	DECREASE	REVISED BUDGET		
001-100-475	Mileage & Other Travel Costs	\$ 6,138.71	\$ 6,000.00	\$ 300.00		\$ 6,300.00		
001-100-919	Furn/Office Equip-Under \$5000	\$ -	\$ 400.00		\$ 300.00	\$ 100.00		
TOTALS			\$ 6,400.00	\$ 300.00	\$ 300.00	\$ 6,400.00		
Reason for Request:	To cover additional expense.							
Requested by:	Pat McLeod							
(4)		Garbage and Solid Waste	Date:	105-340				Updated 7/15
ACCT #	LINE ITEM	YEAR TO DATE EXPENSES	ADOPTED BUDGET	INCREASE	DECREASE	REVISED BUDGET		
105-340-699	Other Consumable Supplies	\$ 4,375.07	\$ 2,000.00	\$ 3,831.00		\$ 5,831.00		
105-340-918	Other Mobile Eqmt \$5,000 +	\$ -	\$ 20,000.00		\$ 3,831.00	\$ 16,169.00		
TOTALS			\$ 22,000.00	\$ 3,831.00	\$ 3,831.00	\$ 22,000.00		
Reason for Request:	To cover spring clean up material costs (safety vests, gloves, grabbers, duct tape) from the Road Dept. These items were returned and are in storage for next event.							
Requested by:	Ray Laughter							

		Fund/Department #	105-340			Updated 7/15
		Date:	7/5/2016			
(5)	Garbage and Solid Waste					
ACCT #	LINE ITEM	YEAR TO DATE EXPENSES	ADOPTED BUDGET	INCREASE	DECREASE	REVISED BUDGET
105-340-596	Waste Tire Disposal	\$ 26,479.00	\$ 23,800.00	\$ 7,500.00		\$ 31,300.00
105-340-917	Other Mobile Eqmt-Less \$5,000	\$ 1,333.28	\$ 10,000.00		\$ 7,500.00	\$ 2,500.00
	TOTALS		\$ 33,800.00	\$ 7,500.00	\$ 7,500.00	\$ 33,800.00
Reason for Request:	To cover increase in waste tire disposal fees.					
Requested by:	Ray Laughter					
	Fund/Department #	156-300				Updated 7/15
	Date:	7/5/2016				
(6)	Road Maintenance					
ACCT #	LINE ITEM	YEAR TO DATE EXPENSES	ADOPTED BUDGET	INCREASE	DECREASE	REVISED BUDGET
156-300-541	Road Mach & Equip-Repairs/MT	\$ 103,531.46	\$ 105,070.00	\$ 9,000.00		\$ 114,070.00
156-300-593	Contract Paving	\$ 157,787.35	\$ 2,222,050.00		\$ 9,000.00	\$ 2,213,050.00
	TOTALS		\$ 2,327,120.00	\$ 9,000.00	\$ 9,000.00	\$ 2,327,120.00
Reason for Request:	To cover increased cost in repairing old equipment.					
Requested by:	Andy Swims					
	Fund/Department #	160-399				Updated 7/15
	Date:	7/5/2016				
(7)	Bridge & Culvert					
ACCT #	LINE ITEM	YEAR TO DATE EXPENSES	ADOPTED BUDGET	INCREASE	DECREASE	REVISED BUDGET
160-399-541	Road Mach & Equip-Repairs/MT	\$ 24,807.16	\$ 26,736.00	\$ 7,000.00		\$ 33,736.00
160-399-913	Bridges	\$ 985,417.67	\$ 3,886,740.00		\$ 157,000.00	\$ 3,729,740.00
160-399-927	Roads - Striping	\$ 203,432.20	\$ 203,700.00	\$ 150,000.00		\$ 353,700.00
	TOTALS		\$ 4,117,176.00	\$ 157,000.00	\$ 157,000.00	\$ 4,117,176.00
Reason for Request:	To cover increased cost in repairing old equipment and improvements to roads by re-striping faded lines.					
Requested by:	Andy Swims					
	Fund/Department #	001-240 & 260				Updated 7/15
	Date:	7/5/2016				
(8)	EMS / EMA					
ACCT #	LINE ITEM	YEAR TO DATE EXPENSES	ADOPTED BUDGET	INCREASE	DECREASE	REVISED BUDGET
001-240-401	Administrative/Manager/Foreman	\$ 60,943.12	\$ 66,950.00	\$ 9,904.00		\$ 76,854.00
001-240-465	State Retirement Matching	\$ 131,891.54	\$ 178,442.00	\$ 1,560.00		\$ 180,002.00
001-240-466	Social Security Matching	\$ 62,560.11	\$ 84,949.00	\$ 758.00		\$ 85,707.00
001-260-402	Deputies/Assistant Managers	\$ 100,093.07	\$ 169,198.00		\$ 9,904.00	\$ 159,294.00
001-260-465	State Retirement Matching	\$ 28,924.39	\$ 44,356.00		\$ 1,560.00	\$ 42,796.00
001-260-466	Social Security Matching	\$ 13,299.13	\$ 21,545.00		\$ 758.00	\$ 20,787.00
	TOTALS		\$ 565,440.00	\$ 12,222.00	\$ 12,222.00	\$ 565,440.00
Reason for Request:	To cover Josh Harper, Interim EMS Director's, salary.					
Requested by:	Vanessa Lynchard					
	Fund/Department #	001-121				Updated 7/15
	Date:	7/5/2016				
(9)	Finance and Accounting					
ACCT #	LINE ITEM	YEAR TO DATE EXPENSES	ADOPTED BUDGET	INCREASE	DECREASE	REVISED BUDGET
001-121-550	Legal Fees	\$ 3,000.00	\$ 1,500.00	\$ 1,500.00		\$ 3,000.00
001-121-551	Auditing Fees	\$ 28,587.97	\$ 59,000.00		\$ 1,500.00	\$ 57,500.00
	TOTALS		\$ 60,500.00	\$ 1,500.00	\$ 1,500.00	\$ 60,500.00
Reason for Request:	To cover increased cost in continuing disclosure report.					
Requested by:	Andrea Freeze					
	Fund/Department #	001-202,220,222				Updated 7/15
	Date:	7/5/2016				
(10)	Sheriff's Department					
ACCT #	LINE ITEM	YEAR TO DATE EXPENSES	ADOPTED BUDGET	INCREASE	DECREASE	REVISED BUDGET
001-202-542	Vehicle Repair & Maintenance	\$ 63,289.25	\$ 70,000.00	\$ 5,000.00		\$ 75,000.00
001-202-681	Repair & Replacement Parts	\$ 38,905.98	\$ 65,000.00		\$ 5,000.00	\$ 60,000.00
001-202-613	Law Enforcement Supplies	\$ 130,395.57	\$ 133,500.00	\$ 4,000.00		\$ 137,500.00
001-202-922	Other Cap Outlay Over \$5,000	\$ 17,003.00	\$ 17,003.00	\$ 8,000.00		\$ 25,003.00
001-220-645	Custodial Supp/Cleaning Agents	\$ 48,698.19	\$ 90,000.00		\$ 5,000.00	\$ 85,000.00
001-220-694	Food for Prisoners	\$ 294,647.93	\$ 428,355.00		\$ 7,000.00	\$ 421,355.00
001-222-696	Pharmacy Supplies	\$ 106,426.37	\$ 160,000.00		\$ 3,585.00	\$ 156,415.00
001-222-921	Other Cap Outlay Under 5,000	\$ -		\$ 3,585.00		\$ 3,585.00
	TOTALS		\$ 963,858.00	\$ 20,585.00	\$ 20,585.00	\$ 963,858.00
Reason for Request:	To cover increase in expense items.					
Requested by:	Bill Rasco					
	Fund/Department #	001-458				Updated 7/15
	Date:	7/5/2016				
(11)	DHS - Child Support					
ACCT #	LINE ITEM	YEAR TO DATE EXPENSES	ADOPTED BUDGET	INCREASE	DECREASE	REVISED BUDGET
001-458-502	Regular Telephone Service	\$ -	\$ 750.00		\$ 500.00	\$ 250.00
001-458-570	Insurance and Fidelity Bonds	\$ 540.00	\$ 550.00	\$ 250.00		\$ 800.00
001-458-587	Training & Registration	\$ -	\$ 1,000.00		\$ 250.00	\$ 750.00
001-458-594	Other Contractual Services	\$ 1,383.84	\$ 1,400.00	\$ 500.00		\$ 1,900.00
	TOTALS		\$ 3,700.00	\$ 750.00	\$ 750.00	\$ 3,700.00
Reason for Request:	Due to staff changes new notary publics appointed. Increase in other contractual services due to increase in destruction cost.					
Requested by:	Sadie Gale					

		Fund/Department #	001-243				Updated 7/15
		Date:	7/5/2016				
(12)	Juvenile Drug Court						
ACCT #	LINE ITEM	YEAR TO DATE EXPENSES	ADOPTED BUDGET	INCREASE	DECREASE	REVISED BUDGET	
001-243-476	Meals and Lodging	\$ 2,499.16	\$ 1,800.00	\$ 1,500.00		\$ 3,300.00	
001-243-587	Training & Registration	\$ 1,600.00	\$ 1,300.00	\$ 300.00		\$ 1,600.00	
001-243-610	Professional Supplies	\$ 32,911.02	\$ 39,450.00		\$ 1,800.00	\$ 37,650.00	
TOTALS			\$ 42,550.00	\$ 1,800.00	\$ 1,800.00	\$ 42,550.00	
Reason for Request:	Transfer to cover cost due to increase in travel as well as State conference fees.						
Requested by:	Erica Banks						
		Fund/Department #	027-174				Updated 7/15
		Date:	7/5/2016				
(13)	Chancery Court Reporters						
ACCT #	LINE ITEM	YEAR TO DATE EXPENSES	ADOPTED BUDGET	INCREASE	DECREASE	REVISED BUDGET	
027-174-476	Meals and Lodging	\$ 2,669.00	\$ 2,500.00	\$ 500.00		\$ 3,000.00	
027-174-571	Dues and Subscriptions	\$ 485.00	\$ 450.00	\$ 35.00		\$ 485.00	
027-174-920	Furn/Office Equip - Over \$5000	\$ -	\$ 2,500.00		\$ 535.00	\$ 1,965.00	
TOTALS			\$ 5,450.00	\$ 535.00	\$ 535.00	\$ 5,450.00	
Reason for Request:	Transfer to cover cost due to increase in travel and dues.						
Requested by:	Linda Stinson						
		Fund/Department #	156-300				Updated 7/15
		Date:	7/5/2016				
(14)	Road Department						
ACCT #	LINE ITEM	YEAR TO DATE EXPENSES	ADOPTED BUDGET	INCREASE	DECREASE	REVISED BUDGET	
156-300-402	Deputies/Assistant Managers	\$ 288,679.71	\$ 361,749.00	\$ 28,600.00		\$ 390,349.00	
156-300-420	Road Employees	\$ 668,984.77	\$ 1,002,001.00		\$ 28,600.00	\$ 973,401.00	
TOTALS			\$ 1,363,750.00	\$ 28,600.00	\$ 28,600.00	\$ 1,363,750.00	
Reason for Request:	Transfer to account for changes mid-year in staff promotions and increases.						
Requested by:	Andy Swims						

b. Quarterly Allocations – Tax Assessor, Tax Collector, Sheriff’s Department

For Quarter Ending September 30, 2016

TAX ASSESSOR:

Department 103.....\$322,082.00

TAX COLLECTOR:

Department 104.....\$340,078.00

SHERIFF:

Department 200 (Sheriff Administration).....\$ 296,962.50
 Department 201 (Aviation).....\$ 89,656.75
 Department 202 (Patrol/Law Enforcement).....\$2,975,342.75
 Department 216 (Highway Safety Grant).....\$ 57,365.33
 Department 217 (Occupant Protection Grant) ..\$ 7,859.50
 Department 219 (SCAAP Funds).....\$ 6,140.25
 Department 220 (Custody of Prisoners).....\$ 1,111,031.09
 Department 222 (Prisoners’ Medical Expense) \$ 304,990.50
 Department 223 (Juvenile Detention).....\$ 288,381.25
 Department 225(Search Unit).....\$ 51,657.50
TOTAL SHERIFF..... \$5,189,387.42

TOTAL ALLOCATIONS.....\$5,851,547.42

4. Office of Procurement – Request to Approve Bid Specs and Solicit Bids for:

- a. Cement Treated Base: 17-300-001
- b. Crushed Limestone and Rip Rap: 17-300-002
- c. Galvanized and Aluminized Culverts: 17-300-003
- d. Guardrails: 17-300-004
- e. Hot Mix Asphalt Patching: 17-300-005
- f. Mosquito Control Chemicals: 17-300-006

5. Road Department

- a. Road Report
- b. Monthly Work Schedule

Board Attorney Tony Nowak stated that Item 6 is an approval of an MOU and it needs the Board President's signature.

Supervisor Mark Gardner made the motion and Supervisor Lee Caldwell seconded the motion to approve the Consent Agenda items and actions as set forth above with the changes to Item H.6. as requested by the Board Attorney and removing Finance & Accounting from the Budget Amendments on Item H.3.a. as requested by the County Administrator.

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. Discussion of Emergency Watershed Projects – Funding Approved

- a. Tulane Road Ditch - \$20,400**
- b. Odom Road Bridge - \$135,000**
- c. Stateline Road Bridge - \$117,800 (Local match split with City of Southaven)**
- d. Tulane Road Bridge - \$80,300 (Local match split with City of Hernando)**

Assistant County Engineer Scott Young reminded the Board that these funds had been applied for several years ago through the Natural Resource Conservation Service and he got a call that funding is coming through and official documents will be on the way. Mr. Young said there were some changes made from the original wording that he requested to be changed back; the main one being they took off "force construction" which allows the County to do the work in-house and it does not go out for bid. The other major change is changing the number of days to go to construction from 220 to 120 days.

Supervisor Gardner asked what improvements were going to be made to the Odom Road Bridge. Mr. Young stated they would be installing rip rap. Supervisor Caldwell stated that work was just for bank stabilization, not actual bridge work. Mr. Young stated the road would not be closed for the work that has to be done.

Supervisor Russell asked if the County will do the work in the cities. Mr. Young said he will meet with the city officials and get MOUs. Supervisor Russell asked if the work would be the County's contribution in-kind. Mr. Young affirmed and added he will resubmit the costs at the end of the project and NRCS will reimburse 75%. He stated the pay-out will probably not be until FY17.

Supervisor Lee Caldwell made the motion and Supervisor Michael Lee seconded the motion to authorize the Board President to sign the NRCS documents pending Board Attorney approval of the contract(s) and Mr. Scott Young's approval of the force accounts as discussed.

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 asked if the bridges had been inspected on the roads that gravel trucks are using as detours while Highway 51 is closed. Mr. Young said they have not been, but the Road Department will

take care of that right away.

2. Establish as Part of the Formal Record and Enter Into the Board’s Minutes – Lehman Roberts Sub-Contractors: Riverside Traffic Systems & DeSoto County Electric

Director of Procurement and Administrative Services Pat McLeod stated this contract is related to the State-Aid Program for Getwell & Red Banks Road that the Board approved in May 2015. She said Lehman Roberts has sent a wish list for sub-contractors and she wanted to be sure the Board is aware of this and approves it.

Supervisor Gardner stated that he has seen DeSoto County Electric trucks all over the County, working for MDOT, the Cities, and County, wherever traffic signals are being installed.

Supervisor Mark Gardner made the motion and Supervisor Lee Caldwell seconded the motion to authorize the Board President to sign the documents presented and make them a part of the Board minutes.

The motion passed by a vote as follows:

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

See Exhibit H.2.

3. Credit Card Services

Chief Financial Officer Andrea Freeze went over some information that was presented last Board meeting, and stated she recommends the Board go with Graphite Services for credit card services. Supervisor Gardner said he would like some time to go over the documentation Mrs. Freeze handed out.

Supervisor Mark Gardner made the motion and Supervisor Lee Caldwell seconded the motion to table the discussion on Credit Card Services.

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

Supervisor Lee cautioned Mrs. Freeze to be sure the credit card company cannot go back into the County account and take out money from a dispute. Mrs. Freeze stated she would be on the watch for that.

See Exhibit H.3.

4. Granicus Contract for Land & Vital Records

Chancery Clerk Misty Heffner informed the Board that she has received a signed contract from Granicus concerning the software for Land & Vital Records for her office. She stated the Board Attorney has reviewed the document. Mr. Nowak stated he made some changes to the original document and would like to review the final document to be sure the changes were incorporated.

Supervisor Medlin asked IT Director John Mitchell if this system will be compatible with whatever the County is looking at in the future for all departments. Mr. Mitchell stated this particular system is a stand-alone system, so it will work with whatever the County gets for other departments. He said the

bid was for a silo, or stand alone, system and it does not integrate with other systems.

Supervisor Medlin asked about the cost. Mr. Mitchell stated this system has two components; the original capital cost for purchase and installation is apx. \$60,000.00 with a yearly maintenance and support cost of \$17,648.00. He stated the maintenance cost is typically paid from the IT budget. Mrs. Heffner stated Chancery will pay for all hardware and software out of their fees account. Mr. Mitchell stated the maintenance costs will not start billing until all the installation is done and the system goes live. Mrs. Heffner said the company approximates 6-8 months for this to happen.

Supervisor Gardner asked Mr. Mitchell if he needed to amend his budget request to reflect this cost. Mr. Mitchell affirmed.

Supervisor Medlin stated the maintenance cost seemed high. Mr. Mitchell stated maintenance costs are typically 20% of the retail value.

County Administrator Vanessa Lynchard asked if the County left Granicus, would the County own the data. Mr. Mitchell affirmed stating that is why they did not look at cloud solutions, but an in-house data storage option.

Supervisor Lee asked if the County would lose anything if the company went out of business. Mr. Nowak stated he put in the contract that all data belongs to the County. He said if the company went bankrupt tomorrow, the County would have to work through the bankruptcy court in regards to services or systems not provided but are paid for, but this is a stable company. Mr. Mitchell stated they looked at the history of all the companies when this went out for bid. He said Granicus has hundreds of installations and they checked them out carefully.

Supervisor Gardner asked if this would be a prepayment. Mr. Nowak stated the Board could make a finding for prepayment. Mr. Mitchell stated he would prefer to make yearly payments, but he could work with whatever the Board decided. Mr. Nowak pointed out the contract calls for monthly payments, but it could be revised later to be quarterly or yearly. Mr. Mitchell said he will check with Granicus regarding the payment options.

Supervisor Lee Caldwell made the motion and Supervisor Mark Gardner seconded the motion to authorize the software purchase; authorize the maintenance purchase to be budgeted in the 2017 IT budget; authorize the Board President to sign the documents; approve a monthly prepayment finding that Granicus is a reputable company who will provide an immediate benefit to the County upon execution of the contract; and the purchase is contingent on the Board Attorney’s final review and approval.

The motion passed by a vote as follows:

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

See Exhibit H.4.

5. Facilities Management – Wells & Associates

Mrs. Lynchard stated the steps to meet the contractual process have been confirmed with Mr. Wells as follows:

- Preparation of the scope of work
- Board approve scope of work and not-to-exceed amount
- Written notification to Mr. Wells with Board President signature
- Notice to Proceed signed by Board President & Mr. Wells
- After confirmation of acceptance, work may begin

Mrs. Lynchard stated she will work on a scope of work for projects Mr. Wells has been asked to research (Land Records, Juvenile Court Renovations, Courtroom Renovation, Courthouse ADA, &

Administration Building ADA), and get the preliminary Notice to Proceed to the Board as soon as possible.

6. Library Board Appointee Procedure

Supervisor Russell stated his understanding of the Library Board appointment procedure as the Board of Supervisors appoints 3 members to the advisory boards at 5 libraries; each Supervisor is assigned a library; and 3 appointees are selected for 1, 2, & 3 year initial terms. Mr. Nowak stated any subsequent appointments are for three years, thus creating staggered terms.

Supervisor Russell stated that the appointees have to live in the Supervisor's district, a city within which the library is located, or be a landowner in the district. Supervisor Caldwell said it is up to each Supervisor to determine if the person can just be a landowner, and she wants her appointees to actually live in her district. Supervisor Russell asked if they move out of district, do they remove themselves from the advisory board. Supervisor Gardner stated if they do not move out of the County they could finish out their term.

Supervisor Russell asked where the Board of Trustees in each library system came from and to which library system are they appointing. Mr. Nowak stated First Regional is considered the library system and the Board of Trustees is set by statute.

Supervisor Russell stated the Board of Supervisors appoints 3 members, the City appoints 3 members, and the Board of Trustees appoints 1 member. He also stated he got a letter from the library listing 5 potential appointees and one has already been appointed by the Board of Trustees. He asked if he had to pick his appointees from that list. Mr. Nowak stated the Supervisors may appoint anyone they choose based on the residency criteria.

Mr. Nowak stated the cities are supposed to sign the MOUs and make their appointments. Supervisor Caldwell stated the Library Committee was going to bring this back to the Board after all the MOUs are received.

Supervisor Russell asked what was the Friends of the Library group. Supervisor Caldwell stated that is just a support group for the libraries that anyone can join. Mr. Nowak stated he will let the Board know when the cities get the MOUs to him.

J. NEW BUSINESS

1. Youth Court – House Bill 1240

Judge Celeste Wilson thanked the Board for having her come speak to them regarding House Bill 1240 which requires the Youth Court to provide a public defender for indigent parents. Judge Wilson stated there is a State Public Defender's Office that could take these cases, but they are not funded to allow for it. She further stated Youth Courts statewide are encouraging their Boards to write the legislature to ask for funding.

Supervisor Gardner stated this is just another unfunded mandate, and this Board has already voted to address each one with a letter.

Judge Wilson also informed the Board there is are funds available from Casey Family Programs to pay half of the salary of a full-time public defender in parent representation cases in DeSoto County since this will be a pilot program for the State. Supervisor Medlin asked if they would do the funding for a part-time person. Judge Wilson said she did not think they would; they have only offered for full-time. She stated the Casey Program has alluded to extending this offer for a year or two.

Supervisor Gardner asked Judge Wilson if she and Judge Couch will make the determination of indigent parent. Judge Wilson affirmed and stated she would guess about 90% of parents are going to be determined as indigent.

Supervisor Russell asked if one full-time defender will be able to handle the case load. Judge Wilson said she thinks it will be fine. She said they are allowed apx. 80 cases and the average in DeSoto County is 96. Judge Wilson said that, per capita, that is actually pretty low. Supervisor Russell asked

how the process works. Judge Wilson stated the kids come in through the State Children's Services and money will come from the County and be reimbursed from AOC through the Casey Family Program.

Supervisor Caldwell asked if every county is facing the same situation. Judge Wilson affirmed.

Supervisor Medlin asked what the salary would be. Judge Wilson stated she is recommending \$60,000 per year. She stated the Casey Family Program will reimburse 50% of the salary, but not office expense. She also stated she does not have anyone in mind, but will advertise with law school graduates and retired lawyers. Supervisor Russell asked if they could have an outside practice, to which Judge Wilson said they cannot.

Supervisor Caldwell asked where their office would be. Mrs. Lynchard suggested the office formerly thought to be for Judge Wilson at Youth Services newly renovated space would be a good fit. Mrs. Lynchard also said that Judge Wilson has estimated the total money will be \$82,195 for the year, and that money is in the budget now.

Supervisor Gardner asked if both Judge Wilson and Judge Couch would interview for the position. Judge Wilson affirmed and stated they will do a bench order when they find someone.

Supervisor Mark Gardner made the motion and Supervisor Bill Russell seconded the motion to authorize the creation of the position of Youth Court Public Defender, post the position, and apply for reimbursement from the Casey Family Program.

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. Animal Shelter Update

Director of Procurement and Administrative Services Pat McLeod stated that Animal Services Director Monica Mock was at the meeting with much of her staff to report some good news.

Mrs. Mock informed the Board that the MS State Veterinary School did 60 animals at the spay and neuter days last visit. This puts the number of animals seen at 615 at an average cost of \$9.15 each. She also reported MS State did a Brucellosis research project and drew blood from 29 dogs at the shelter. DeSoto County was the third shelter in MS to be tested and the first two shelters did not show any positive blood tests. Mrs. Mock also reminded the Board that the shelter has participated in a Tramadol study through MS State. She stated these are lots of great resources for the County Animal Shelter that are at no cost to the shelter. Mrs. Mock read an email that was received from Dr. Christina Loftin from the MS State University College of Veterinary Medicine that praised the staff at the shelter for everything being so clean, animals well taken care of, and them being very helpful.

Mrs. Mock introduced the Animal Care Technicians and asked them to tell how long they have worked there: Philip McCoy – August 2016, Mickey Biffell – 2 years, Brandy Kirby – apx 9 years, Martie Sparks – August 2011.

Supervisor Medlin stated he is proud DeSoto County has a shelter that is being taken care of and the Board gets very few complaints about it.

Supervisor Gardner stated that Mrs. Mock runs a tight ship and the Board appreciates her work.

Mrs. Mock praised the Animal Shelter Technicians for their hard work and dedication to the 160 animals that are currently housed at the shelter. Mrs. Mock said they have the hardest job there, but they do it with respect and compassion. She thanked them for being a great team and for what they do

at the shelter.

Supervisor Caldwell asked if the fence had been installed. Mrs. Mock affirmed that BARK had put the fence up and they come regularly to help with transporting animals.

Supervisor Gardner asked Mrs. Mock to keep getting pictures of adoptable animals and utilize Mr. Kuntz and the website as a resource.

Supervisor Jessie Medlin made the motion and Supervisor Mark Gardner seconded the motion to make the Animal Services report and e-mail a part of the Board minutes.

The motion passed by a vote as follows:

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

See Exhibit J.2.

3. Environmental Services

a. Dynamic Recycling – BOS President Signature Required

Environmental Services Manager Ray Laughter stated this is a contract for a new e-waste vendor and he requested approval for the Board President to sign the contract.

Supervisor Medlin stated that he understood the last company doing this quit. Mr. Laughter affirmed. He stated this is the same vendor Shelby County uses, and the cost is subject to weight.

Supervisor Lee Caldwell made the motion and Supervisor Jessie Medlin seconded the motion to authorize the Board President to sign the contract with Dynamic Recycling for e-waste as presented.

The motion passed by a vote as follows:

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

See Exhibit J.3.a.

b. Litter Ordinance – Ranch Meadows

Mr. Laughter stated this property comes up every year as one of those properties that always gets overgrown. He said in the past, the Road Department has cut and sprayed it.

Supervisor Russell stated the property is not part of Ranch Meadows, but it is adjacent to it. Chancery Clerk Misty Heffner said in 2014 the 2013 taxes were sold to the State with a redemption date of 8/25/2016. She said if the property is not redeemed it will be certified to the State.

Supervisor Russell asked what the process is to buy the property. Mr. Nowak stated, once certified to the State, there can no longer be a lien on the property, and the debt becomes a personal debt of the prior owner, whose passed away and the estate has been probated. He stated when the lien is gone, people may not have to pay all the fees associated with the property. Supervisor Russell said the Secretary of State’s website says to contact their office and make an offer on the property.

Supervisor Russell asked if the County had the authority to cut the grass after it is certified to the State. Mr. Nowak stated he did not think the County would have any authority at that time. He suggested

having the neighbors contact the State.

See Exhibit J.3.b.

4. Office of Procurement:

a. Request to Extend Inmate Supplies Bid: 15-200-004

Procurement Specialist Karen McNeil stated that the Inmate Supplies Bid is up for renewal on August 4, 2016; and all the vendors are eager to extend.

Supervisor Lee Caldwell made the motion and Supervisor Michael Lee seconded the motion to approve the extension of the Inmate Supplies Bid - File #15-200-004.

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.4.a.

b. Request to Approve Sole Source Affidavit for the Purchase of Electronic Poll Books

Director of Procurement and Administrative Services Pat McLeod stated this item came from the Circuit Clerk’s office requesting to add 10 electronic poll books. Mrs. McLeod stated that the last time this purchase was from a sole source vendor. She further stated the software must be compatible with what the County currently owns. Mrs. McLeod stated the price is approximately \$10,000.00 and Circuit Clerk Dale Thompson will pay for them out of her fees.

Supervisor Caldwell asked if the poll books can still be used when the Election Commission gets new equipment. Mrs. McLeod affirmed.

Supervisor Michael Lee made the motion and Supervisor Lee Caldwell seconded the motion to approve the sole source purchase of electronic poll books, finding that the poll books are only available from one source due to compatibility needs and the Election Commission’s prior training on the system.

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.4.b.

5. Grant Administration - Request to Apply for Emergency Management Performance Grant (EMPG) - \$103,777.00 and Authorize Board President to Sign Application Documents

Grant Administrator Tanner Kuntz stated he is requesting approval to apply for the Emergency Management Performance Grant (EMPG) in the amount of \$103,777.00 and the Board President to sign the application documents. He stated this grant pays for one half of EMA spending including one salary.

Supervisor Lee Caldwell made the motion and Supervisor Jessie Medlin seconded the motion to approve the application for the EMPG grant in the amount of \$103,777.00 and authorize the Board President to sign the application 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 Michael Lee, Fifth District	<u>YES</u>

See Exhibit J.5.

6. Office of Finance and Accounting

a. Claims Docket

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

Mrs. Freeze pointed out a coding error on pages 2 & 3. The Chancery Clerk amount of \$972.00 was coded in error to the Board of Supervisors. The corrected totals are: page 2 – Board of Supervisors- \$380.70 and page 3 – Chancery Clerk Land Records - \$1,293.81. Mrs. Freeze stated the coding has been corrected, but the dockets were printed prior to the correction.

Supervisor Michael Lee asked about the following claims:

Pg. 7 - Furniture Specialist, Inc. – Pat McLeod searched the minutes and found this purchase was approved to come from insurance funds at the May 2, 2016 meeting.

Pg. 15 - Mitchell Signs, Inc., - The invoice showed this was new signs for the relocated Sheriff Office Admin and DHS.

Pg. 42 - Bob Barker Co. Inc. – The invoice showed this was for Prisoner Wristbands

Supervisor Lee Caldwell asked about the following claims:

Pg. 40 - Crash Data Group Inc. - Flex board for vehicles. The Sheriff stated this is for the crash reconstruction equipment previously approved. The cost is based on vehicle make and model

Pg. 40 - Gov Connection, Inc. – The Sheriff stated this is for the Forensics Department.

Supervisor Bill Russell asked about the following claims:

Pg. 39 - Jimmy Gray Chevrolet – Wheel Sensors. The invoice showed a Qty of 10 at \$50.61 each. Mr. Swims stated these are kept in parts room at Road Maintenance shop.

Supervisor Mark Gardner asked about the following claims:

Pg. 11 - Smith, Phillips, Mitchell, Scott – Mr. Nowak stated this is for the Star Landing Road bridge ROW acquisition.

Pg. 17 - United Refrigeration Inc. – The invoice showed this was for air conditioning repair at the Olive Branch Library

Pg. 38 - Gulf States Distributors – Sheriff Rasco AR-15 ammo. The Sheriff stated they are functioning very well at the firing range.

Pg. 39 - Gulf States Distributors – Sheriff Rasco 9mm ammo.

Pg. 46 - Sports Of All Sorts – Mrs. Lynchard stated this was for the Juvenile Drug Court graduation and the plaque is allowable under the grant funding.

Pg. 51 - Region IV Mental Health Services – The invoice showed conference expenses, hotel, airfare,

meals. Mrs. Freeze stated Tanner Kuntz keeps up with receipts for the grant for reporting purposes.

Pg. 72 - Smith, Phillips, Mitchell, Scott – Mr. Nowak stated this is the \$550.00 monthly fee for representing the Recreation District and covers day to day questions and attending their meetings.

Pg. 79 - Wade Inc. – The invoice showed this was for parts to repair a broken window in a Road Department tractor.

In accordance with Section 19-13-31 and Section 19-11-23 of the Mississippi Code Annotated, Supervisor Mark Gardner made the motion and Supervisor Michael Lee seconded the motion to authorize the Chancery Clerk to pay the bills with coding corrections on page 2 and page 3 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 Michael Lee, Fifth District	<u>YES</u>

b. Inventory Dispositions – Preliminary – Circuit Court, Chancery (Genealogical Society)

Accounting Office Manager Stephanie Hanks stated that while performing a physical inventory in the Circuit Clerk’s office they found a Thinkpad and HP Printer that were broken and stored. This is a preliminary and final disposition request.

Mrs. Hanks also stated they discovered a printer that was listed in Chancery had been given to the Genealogical Society several years ago, and it is no longer functioning. This is also a preliminary and final disposition request.

Supervisor Jessie Medlin made the motion and Supervisor Michael Lee seconded the motion to approve the preliminary and final dispositions of the items from Circuit & Chancery as presented by Mrs. Hanks.

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>

Preliminary
Preliminary Inventory Control Disposition

Department: Circuit Clerk Office *Judge Chambers, U.S.* Fiscal Year: 2016

Asset #	Serial #	Description	Reason for Disposal	Location at Preliminary	Preliminary Approval Date	Disposed Of By	Location of Final Disposal	Date of Final Approval
36672	L3A14460	THINKPAD	NO LONGER IN USE	161 - Circuit				
36673	95658342183	PLIN for HP	"	161 - Circuit				

Department Head: *Adrian K. Johnson* Date: *6-2-16*

Disposed By: _____ Date: _____

Inventory Clerk: _____ Date: _____

Notes:
Item purchased 10/10/2005 from Circuit Clerk Fees for Judge Chambers

DEPT: <u>Chancery Clerk Land Records</u>		MRC = NON REPAIRABLE (COST) X = THOUSANDS		DEPT #: <u>101</u>						
NAME:		NR = NON REPAIRABLE H = HUNDREDS		LOC #: <u>101</u>						
		DAS = DECLARE AS SURPLUS O = DOLLARS								
ASSET #	DESCRIPTION	SERIAL #	ISSUE/REASON FOR DISPOSAL	F Y E	D O L L A R S	LOCATION AT PRELIMINARY	PRELIMINARY APPROVAL DATE	DISPOSED OF BY	FINAL DISPOSAL LOCATION	DATE OF FINAL APPROVAL
39009	Savin Digital Copier	0781890599	given to Genealogical society	2007	1700	Disposed	07/15/16	Genealogical Society		

See Exhibit J.6.b.

7. Road Department

a. Finding of Fact – 2850 Horn Lake Rd

Assistant County Engineer Scott Young stated the attached photos show a drainage pipe holding water due to a downstream ditch that has silted in. It will be necessary to go off the County’s right of way to clean out the ditch and pipe to allow proper drainage. The estimated cost for this job is \$3,650.00. Mr. Young requested to proceed with the repairs in accordance with Mississippi code Section 19-5-92.1 as this does create a hazard that affects the health, safety and welfare of the public.

Supervisor Michael Lee made the motion and Supervisor Lee Caldwell seconded the motion to approve going off the County right of way to complete the repair work to a drainage pipe at 2850 Horn Lake Road at an estimated cost of \$3,650.00 based upon a finding that this is presenting a hazard affecting the health, safety, and welfare of the public in accordance with MS Code Section 19-5-92.1.

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.7.a

b. Finding of Fact – 6978-6973 Coleman cove – Ranch Meadows SD

Mr. Young presented photos which show damage to private property due to sinkholes formed over an underground drainage pipe at 6978-6973 Coleman Cove, Walls, (Ranch Meadows SD). In accordance with MS Code Section 19-5-92.1, and to correct a hazard that affects the health, safety, and welfare of the public, the Road Department is requesting to move forward with repairs at an estimated cost of \$2,141.00.

Supervisor Bill Russell made the motion and Supervisor Lee Caldwell seconded the motion to authorize repair work over underground drainage pipe based upon a finding that this presents a hazard affecting the health, safety, and welfare of the public in accordance with MS Code Section 19-5-92.1; at an estimated cost of \$2,141.00.

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.7.b

c. Finding of Fact – 7564 Coleman cove – Ranch Meadows SD

Mr. Young presented photos that show damage to private property due to sinkholes formed over an

underground drainage pipe at 7564 Coleman Cove, Walls, (Ranch Meadows SD). In accordance with MS Code Section 19-5-92.1, and to correct a hazard that affects the health, safety, and welfare of the public, the Road Department is requesting to move forward with repairs at an estimated cost of \$2,173.00.

Supervisor Bill Russell made the motion and Supervisor Lee Caldwell seconded the motion to authorize repair work over and underground drainage pipe based upon a finding that this presents a hazard affecting the health, safety, and welfare of the public in accordance with MS Code Section 19-5-92.1; at an estimated cost of \$2,173.00.

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.7.c

d. Request to Make Changes to Official DeSoto County Road Register – Dollahite Rd., Featherston Rd., Bowen Rd.

Mr. Young stated these are the frontage roads that the Board has discussed at an earlier meeting and the Road Department has done some research to come up with names for each road. The frontage road from the Tunica County line to Hwy 61 will be to Dollahite Rd. Superintendent Tim Cleveland found that Mr. Dollahite has owned and farmed this land for many years.

The existing frontage road off of Blue Lake Drive will be added to the road register and named Featherston Rd. Mr. Cleveland spoke with the granddaughter of Mr. Featherston and saw his will dated 1918. Mr. Featherston acquired this property in 1913 and owned 240 acres where the road is located.

Mr. Young stated that the Bowen family owns the majority of the remaining road segment, so he proposed renaming the section that was Craft Road north of Byhalia Rd, which is now a cul-de-sac, to Bowen Road.

Supervisor Russell asked about updating addresses with E-911, the Post Office, and residents. Supervisor Caldwell stated E-911 notifies the Post Office and residents along with DeSoto County GIS. Residents may use either address for a year. Residents have one year to get their address changed before their mail is returned.

Supervisor Bill Russell made the motion and Supervisor Michael Lee seconded the motion to accept the recommendation from the Road Department and GIS to rename the roads listed and enter them into the Official DeSoto County Road Register.

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.7.d

e. Update on Craft/Bethel Improvements

Mr. Young provided an update on Craft/Bethel Improvements. Supervisor Medlin asked about straightening the curve on Craft Road. Mr. Young said it could be straightened a little, but the major issue is the hill to the south. He stated, after looking at the total project, the Road Department is

bringing an option to the Board to cut the hill down more than originally planned to provide safer sight lines.

Supervisor Lee asked about breaking even on cost. Mr. Young stated the additional construction cost is estimated at \$88,450. There will be additional ROW cost and the road will have to be shut down for a period of time. He stated the embankment excavation was over estimated on the original estimate, so there will be a smaller amount of embankment, which reduces that figure from the earlier estimate approximately \$100,000. Mr. Young also stated in the original estimate drainage items were not included. He said a large concrete culvert will be put in which will add to the construction cost. Supervisor Medlin stated the Road Department should always put in pipes. Supervisor Caldwell stated this is modifying the original contract. Mr. Young said there are significant changes.

Sheriff Rasco stated that officer safety at that intersection during school traffic was an issue. He is very concerned about having someone out there.

Supervisor Gardner said based on Sheriff Rasco's statement, he felt the change could be justified for officer safety. Supervisor Medlin said we need to be looking at the future with an interstate, neighborhoods being built, and schools growing; the hill needs to be cut down to improve sight lines. Supervisor Caldwell stated she wants this designed for safety, and for future engineering to include all aspects for safety. Supervisor Gardner said it will be cheaper to do this now than future.

Supervisor Gardner asked about the estimate for additional ROW? Scott Young said 880 ft. of additional ROW but they did not have a cost estimate. Supervisor Michael Lee said the future of this road is very important, and does not like the way this came about.

Supervisor Michael Lee made the motion and Supervisor Mark Gardner seconded the motion to authorize the Road Department to obtain additional easement and proceed with the additional work on the hill to provide safer sight lines to the intersection as presented by Mr. Young.

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>NO</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Michael Lee, Fifth District	<u>YES</u>

See Exhibit J.7.e.

8. Contract Administration

a. DHS Memphis Communications Corp – Signature Required. (Deleted from Agenda)

b. Youth Court – MOU with Porter Leath for Mentoring – Signature Required

Director of Procurement and Administrative Services Pat McLeod stated this is a MOU between Porter Leath and Youth Court for mentoring. Youth Court will be a Volunteer Station for Porter Leath. Porter Leath will recruit, select, enroll and refer RSVP volunteers to contractor. Youth Court will implement orientation, in-service instruction and/or special training of volunteers. Mrs. McLeod stated there is no money involved and the contract was approved by Judge Wilson.

Supervisor Jessie Medlin made the motion Supervisor Lee Caldwell seconded the motion to approve the contract on behalf of Youth Court as discussed.

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>

c. Cummins Allison – Jetscan Finding of Fact for Prepayment

Mrs. McLeod is requesting renewal and approval for prepayment to Cummins Allison – Jetscan who provide the money counter located at Justice Court. The County has done business with this company for 4 years and will get an immediate benefit and have them on standby if there are problems with the units.

Supervisor Mark Gardner made the motion and Supervisor Lee Caldwell seconded the motion to approve prepayment of the Cummins Allison – Jetscan finding that the County has done business with them for 4 years and will get an immediate benefit and have them on standby if there are problems with the units.

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>

9. Lease Agreement – Approval of the Assignment of South Central Development to Jim Seay

County Administrator Vanessa Lynchard stated Mr. Seay made changes to the last lease agreement, but Mr. Nowak looked at it and asked for back-up information. Mr. Nowak has revised the lease agreement.

Supervisor Jessie Medlin made the motion and Supervisor Michael Lee seconded the motion to approve the new lease agreement in substantial form, authorize 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 Michael Lee, Fifth District	<u>YES</u>

See Exhibit J.9

10. Budget FY17

Mrs. Lynchard stated that the budget process is underway and they are ahead of schedule thanks to Mrs. Freeze and her team in Accounting. She further stated most departments were successful in turning in even budgets. Mrs. Lynchard said there are a few challenges in FY17 that deal with growth and will cost money. She directed the Board’s attention to the spreadsheet she handed out. Mrs. Lynchard noted that the General Fund was about \$500,000.00 ahead of where it was last year. She pointed out the increases in Solid Waste, Road Maintenance, and Bridge & Culvert noting that growth increases these accounts.

Mrs. Lynchard stated the requests are more than the funds available, but that is normal and it is very manageable. She informed the Board that Olive Branch has set their public hearing to present their budget on August 16, 2016. Mrs. Lynchard thanked the Board for the privilege to serve with them.

Supervisor Caldwell thanked Mrs. Lynchard for the great job she does and expressed the Board’s appreciation for all her hard work.

See Exhibit J.10.

11. Boot and Shoe Purchasing Policy Update

Director of Procurement & Administrative Services Pat McLeod noted that she is recommending a

small change on page 2 of the Boot & Shoe Purchasing Policy to strike the paragraph that says an employee can pay on the purchase and wear the footwear for personal purposes. Mrs. McLeod stated the policy says if the item is considered safety equipment it is excludable from taxation, and she is waiting to have that confirmed when the County gets the red book certified person on board.

Supervisor Jessie Medlin made the motion and Supervisor Lee Caldwell seconded the motion to approve the update to the Boot & Shoe Purchasing Policy as presented by Mrs. McLeod.

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.11.

12. Election Commission – Travel Reimbursement

Mrs. Lynchard stated this is another unfunded mandate for the County to bear. She stated there are only two elections for sure next year and the Election Commission estimates they will result in an extra \$500.00 each.

Supervisor Gardner asked if the Election Commissioners turn in mileage to the cities when they do a city election. Mrs. Lynchard affirmed and stated this is just for county and state elections.

Supervisor Mark Gardner made the motion and Supervisor Lee Caldwell seconded the motion to authorize the budget amendments when they are due to pay mileage as presented.

The motion passed by a vote as follows:

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

See Exhibit J.12.

13. 2016 Application for Certification for Ad Valorem Levy on One (1) Mill and Authorization to be signed by Board President & Chancery Clerk

Mrs. Lynchard stated the County used to have to bid this out every year, but now it is done in-house so the County just has to fill out the paperwork and send it to the State. She further stated if the Application of Certification is not turned in the County is not allowed to spend the one mill.

Supervisor Jessie Medlin made the motion and Supervisor Lee Caldwell seconded the motion to approve Application for Certification for Ad Valorem Levy on One Mill and authorize 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 Michael Lee, Fifth District	<u>YES</u>

See Exhibit J.13.

14. Board Attorney

- a. Resolution to Initiate Incorporation of Eudora Fire Protection Grading District.**
- b. Resolution to Initiate Incorporation of Fairhaven Fire Protection Grading District.**

Board Attorney Tony Nowak stated these Resolutions are for Eudora and Fairhaven. The process was started and petitions have been submitted. Mr. Nowak stated the petitions meet statutory requirements and he is requesting the Board to accept the documents and to make them part of minutes, at the recommendation of the Fire/EMA Committee. Mr. Nowak also stated a public hearing is required and he requested the Board set a Public Hearing on August 1, 2016 for both districts.

Supervisor Lee Caldwell made the motion and Supervisor Bill Russell seconded the motion to accept the recommendation from the Fire/EMA Committee to accept both petitions to establish fire protection grading districts and make them part of the minutes, set a Public Hearing for August 1st at 10:00 am, approve the resolutions to initiate the process of forming the grading districts as presented and approve publishing the resolutions as required by law.

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.14.a & b

15. Legislation – Senate Bill 2364

Mrs. Lynchard informed the Board this bill creates a Juvenile Facility Monitoring Unit. Mr. Nowak said it will not cost the County anything at this point. He said the State will establish licensing standards for all juvenile facilities, the Unit will provide training on the standards, and they will begin implementing mock inspections in October of this year. Mr. Nowak stated beginning October 1, 2017, all facilities will have to comply with standards set forth in the statute.

Sheriff Rasco remarked the State already comes and inspects the facility and he does not see why more inspections are necessary.

Supervisor Gardner stated he is on a State committee with the Senator that wrote the bill, and he will speak with him to see what the future looks like for this.

See Exhibit J.15.

16. Fence for SID Seizure Lot

Sheriff Rasco informed the Board a new subdivision is being put in adjacent to the lot where SID parks all their seized vehicles and they need to erect a fence around the lot as soon as possible. He stated he will pay for it out of his budget if Facilities cannot. Mr. Jarman was contacted by Mrs. Lynchard and he said he did not have the money in his budget.

Later in the meeting, Mrs. Karen McNeil presented the two quotes for the fence as West Memphis Fence at \$5,285 and Fencing Solutions & Construction at \$6,206.00.

Supervisor Lee Caldwell made the motion and Supervisor Mark Gardner seconded the motion to accept the quote from West Memphis Fence for \$5,285.00 and authorize a budget amendment to cover the cost in the Sheriff’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.16.

17. Radios

Mrs. Lynchard stated when the County purchased radios, the Coroner’s office was left off and they need two radios. She stated there is enough money left and requested the Board to approve the purchase.

Supervisor Lee Caldwell made the motion and Supervisor Mark Gardner seconded the motion to authorize the purchase of two radios for the Coroner’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>

Addendum:

Mrs. Lynchard informed the Board she had received word from Mr. Charlie Spearman that he would like to meet with two of the Supervisors to discuss the future of Region IV in DeSoto County.

Supervisor Mark Gardner made the motion and Supervisor Jessie Medlin seconded the motion to approve Supervisor Russell and Supervisor Caldwell to meet with Mr. Spearman and some of his staff on Monday, July 11, 2016 at 10:30 a.m. and to post a public notice of the meeting.

The motion passed by a vote as follows:

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

K. PLANNING COMMISSION

1. CONSENT

a. Minor Lot

i. **Daniel Malone Minor Lot (7068)** - Application is for approval of Final Subdivision of one (1) lot on 1.00 acre(s), property identified as Parcel(s) #2-07-8-28-00-0-00007-03. Subject property is located on the north side of Pleasant Hill Road and east of Tchulahoma Road in Section 28, Township 2, Range 7 and is zoned Agricultural-Residential (A-R) (District 5)

Applicant: Daniel Malone

..

ii. **McDowell Minor Lot (7070)** - Application is for approval of Final Subdivision of one (1) lot on 1.00 acre, property identified as Parcel #. Subject property is located on the east side of Malone Road and north of Bright Road in Section 2, Township 3, Range 7 and is zoned Agricultural (A) (District 5)

Applicant: McDowell Estates

- iii. **Chris Powell Minor Lot (7069)** - The property is located on the east side of Treadway Road, south of Holly Springs Road and is zoned agricultural (A) within District 5. This request was initially scheduled to be heard on next Thursday, but was pulled to allow for a lot line revision. The revision has been made and resubmitted.

Mr. Hopkins presented the Consent Agenda. He then stated the applications meet all Subdivision Ordinance requirements and all are located in the 5th district.

Supervisor Gardner stated one lot looked like it had a house on it, and the application for an additional house. Mr. Cardosi stated the structure is a barn, and a mobile home was removed. The lot is a flag lot to allow the full one acre without moving the property line farther north.

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

THE FOLLOWING ACTION WAS TAKEN ON THIS MATTER:

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

2. Final Subdivision

- a. **Honey Ridge Subdivision, Sect. A, Revision 39-42 (7067)** - Application is for final subdivision approval of one (1) lot on 15.81 acre(s). Subject property is located on the north side of Oakview Drive and west of Emily Lynn Lane in Section 35, Township 3, Range 6 and is zoned Agricultural (A). (District 5)
Applicant: Kathy Chadwick

The applicant was represented by Mr. Joe Frank Lauderdale. Mr. Lauderdale stated this approval was a prior action in 1997. It is surrounded by A zoning. He stated all lots have access to Oakview Drive or Emily Lane. This applicant is taking 4 lots and combining them to make 1 lot.

Supervisor Medlin stated the affected property owners need to sign approval if this is approved.

Supervisor Lee made the motion and Supervisor Medlin seconded the motion to approve the Final Subdivision contingent to the five (5) abutting property owners signing the plat amendment.

THE FOLLOWING ACTION WAS TAKEN ON THIS MATTER:

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

3. Other

- a. **Fee Waiver – Palmer Home**

Mr. Hopkins presented a request by the Palmer Home located in the 4th district. Mr. Hopkins met on-site with the director, site planner, and engineer regarding a proposed expansion of 3 cottages. He stated this is a facility that houses at-risk kids and is a very nice facility.

Mr. Hopkins stated Palmer Home is requesting fee waivers of \$4,595.00 and the staff recommends waiving the fees.

Mr. Nowak stated statute sets authority for the Board to make donations to homes for abused and neglected children, and his opinion is this is an in-kind donation.

Supervisor Caldwell made the motion and Supervisor Russell seconded the motion to approve the request by Palmer Home to waive the fees in the amount of \$4,595.00.

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

L. EXECUTIVE SESSION

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

Supervisor Jessie Medlin made the motion and Supervisor Bill Russell seconded the motion to recess the Board meeting until July 18, 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 5th day of July, 2016, these minutes have been read and approved by the DeSoto County Board of Supervisors.

Jessie Medlin, President
DeSoto County Board of Supervisors