

**DESOTO COUNTY BOARD OF SUPERVISORS**

**BOARD MEETING MINUTES**

**DISTRICT THREE BILL RUSSELL, PRESIDING**

**June 15, 2015**

**A. CALL TO ORDER**

The June 15, 2015 meeting of the DeSoto County Board of Supervisors was called to order by Supervisor Bill Russell, 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
W. E. Sluggo Davis	Chancery Clerk
Vanessa Lynchard	County Administrator
Tony Nowak	Board Attorney

**B. INVOCATION**

Environmental Service Manager Ray Laughter presented the invocation.

**C. PLEDGE OF ALLEGIANCE**

**D. CITIZEN REMARKS & PRESENTATIONS**

Supervisor Bill Russell asked if there was anyone present in the audience who wished to address the Board.

**a. Gary Perron & Ray Stein- Flooding at Miller Road and Center Hill Road**

Supervisor Lee Caldwell stated Mr. Perron provided her his information and concerns. She said she would follow up with Mr. Perron and Mr. Stein.

**b. Joe Thompson - Bankston Road**

Mr. Joe Thompson of 570 Bankston Road appeared before the Board of Supervisors to discuss his concerns about the condition of Bankston Road. Mr. Thompson asked how much money has been spent on Bankston Road. Mr. Thompson stated he has witnessed workers napping and sitting in their trucks waiting until 5:00 pm. He said the grass is overgrown and should be mowed. Mr. Thompson said he spoke to Supervisor Michael Lee but when he called Road Manager Andy Swims for an update Mr. Swims said he hadn't talked to Michael Lee.

Mr. Thompson remarked that in a few months some of the Supervisors will no longer be on the Board. Supervisor Bill Russell requested Mr. Thompson to stop making political statements regarding the election or he will be asked to leave. Mr. Thompson continued to comment on the upcoming election. Mr. Thompson was asked to leave.

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

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

1. Sheriff Bill Rasco requested adding the following item to the Agenda.

**a. Upkeep of Jail Grounds**

Sheriff Rasco stated the grass has gotten so high it needs to be cut. He wanted to know who handles the upkeep of the grounds around the new jail.

Supervisor Mark Gardner asked who has done it in the past. Sheriff Rasco said he did it himself one year and Road Manager Andy Swims did it the next.

Supervisor Jessie Medlin made the motion and Supervisor Mark Gardner seconded the motion to have the Road Department add the Jail Grounds to the cut list and charge the cost back to the Sheriff's Department.

The motion passed by a vote as follows:

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

Road Manager Andy Swims asked about how many acres. Sheriff Rasco said about 12 -14 acres.

2. County Administrator Vanessa Lynchard requested adding the following items to the Agenda.

**a. Fire Department - Radio Tower**

Deputy Director of Emergency Services Josh Harper informed the Board of Supervisors their office was contacted by Chief Gore of the ACI fire department and they advised him of some towers, located on I-55 weigh stations, which MDOT is trying to remove. Mr. Harper asked the Board if they could get the Boards' approval to write a letter requesting the donation of Radio Towers from MDOT.

Supervisor Jessie Medlin made the motion and Supervisor Lee Caldwell seconded the motion for Emergency Services to write a letter to MDOT requesting the donation of a Radio Tower as recommended by Deputy Director of Emergency Services Josh Harper, and to approve hiring the Smith, Phillips, Mitchell, Scott and Nowak Law Firm to assist Emergency Services as needed.

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. Building Inspection Committee - District 3 Report**

**1) Walls Public Library Community Center**

Facilities Director Robert Jarman appeared before the Board of Supervisors to report on the condition of the Walls Public Library Community Center and the DeSoto Health Department in Southaven.

Mr. Jarman reported the entire roof at the Walls Public Library Community Center needs to be replaced. He said the roof has been leaking for the past two years. There are sections that are completely missing shingles. One side shows evidence of past hail damage. Mr. Jarman informed the Board of Supervisors he's received one quote of \$37,000 to replace the roof and is in the process of obtaining additional bids. Mr. Jarman stated there is money in the budget to replace the roof under

roof repairs and will come back to the Board with additional quotes.

There was discussion on the age of the roof and if the County could file an insurance claim for the hail damage. Mr. Jarman stated the hail damage happened so long ago insurance probably wouldn't cover. He went on to say the main reason the roof needs to be replaced is due to neglect and lack of routine maintenance.

Mr. Jarman said as a result of not performing regular maintenance there are several areas that have rotted wood. He said he received quotes and the estimated cost for the exterior to be painted, power washed, replace bad wood in nine (9) areas and caulked is \$4,700.00. Mr. Jarman said he needs the Board's approval to be able to move forward with work. He said he has the money but it would need to come out of the roof repair fund.

## 2) DeSoto Health Department in Southaven

Facilities Director Robert Jarman stated after inspecting the building he found the following items need to be addressed:

Roof repairs that could be done in-house  
Re-Painting the whole exterior of building

Supervisor Lee Caldwell wanted to know if they would be doing the painting in-house. Mr. Jarman said, no there are too many areas that have rotted wood and need painting. He said the cost will run about \$5,000 based on the quotes he has received.

Mr. Jarman reminded the Board of Supervisors of the agreement with Pointer and that they are required to help with 1/3 of the costs.

Supervisor Bill Russell asked if he had the money in his budget to hire a contractor to paint the Health Department in Southaven. Mr. Jarman stated he has the money but would need to ask for a budget amendment from roof repairs to cover the cost of painting the building.

Supervisor Bill Russell made the motion and Supervisor Lee Caldwell seconded the motion to repaint, power wash, caulk and replace rotted wood to the exterior building of the Walls Public Library Community Center and the Desoto Health Department building in Southaven at a cost not to exceed \$5,000.00 each; approve a budget amendment from the roof repair fund of \$10,000.00 to cover the cost of the contractors as recommended by Facilities Director Robert Jarman.

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. Occupant Protection Grant

Grant Administrator Melissa Zizmann requested approval to accept the Occupant Protection Grant. Ms. Zizmann stated the grant amount awarded is \$23,971.00 and no match is required. She said this grant will help fund the salaries for Deputies to educate the public on proper installation of child seats.

Supervisor Jessie Medlin made the motion and Supervisor Lee Caldwell seconded the motion to accept the Occupant Protection Grant as recommended by Grant Administrator Melissa Zizmann in the amount of \$23,971.00 and authorize Board President to sign required paperwork.

The motion passed by a vote as follows:

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

**d. Homeland Security Grant**

Grant Administrator Melissa Zizmann requested approval to accept the Homeland Security Grant as further explained in Exhibit E.2.d. She said there is no local match required.

Supervisor Mark Gardner made the motion and Supervisor Michael Lee seconded the motion to accept the Homeland Security Grant as presented by Grant Administrator Melissa Zizmann as explained in Exhibit E.2.d and approve Board President to sign required paperwork.

The motion passed by a vote as follows:

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

**See Exhibit E.2.d**

**e. Personnel - Road Department**

This item was later determined to qualify for executive session.

**f. Personnel - Sheriff’s Department**

This item was later determined to qualify for executive session.

3. County Administrator Vanessa Lynchard requested deleting/moving the following items from the Agenda.

**Consent: F.3.a Budget Amendments**

- Sheriff Department- Account #001-202-915 Vehicles Above 5,000  
See H.4.b to view the discussion of the Sheriff’s Department’s budget amendment.

- County Registrar- Account #001-181-919 Furn/office equipment under 5,000  
Account #001-181-924 Computer equipment

The budget amendment items for County Registrar was carried over to the July 6, 2015 Board meeting.

- Road Department- Account #160-399-648 Asphalt Emulsion  
See E.4.b to view the discussion of the Road Department’s budget amendment.

**Consent: F.6.b Request to Accept & Approve Bid Specifications and Solicit Bids for Rental Uniforms for Department of Road Management - Bid File #15-399-001**

**Executive: J.2.b Energy Project**

4. Road Manager Andy Swims requested adding the following items to the Agenda.

**a. Requesting Quotes for Maintaining a Portion of a County Parcel Located North of Starlanding Road, East of the Railroad Tracks and West of Highway 51.**

Supervisor Lee Caldwell made the motion and Supervisor Mark Gardner seconded the motion to approve awarding the contract to Mr. Jimmy Hodnette for maintaining a portion of a County parcel

located north of Starlanding Road, east of the railroad tracks and west of Hwy. 51, finding his quote to be the lowest and best bid for services, as recommended by Road Manager Andy Swims and further explained in Exhibit E.4.a

The motion passed by a vote as follows:

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

**See Exhibit E.4.a**

#### **b. DBST Projects - Asphalt Emulsion**

Road Manager Andy Swims presented to the Board of Supervisors quotes from Ergon Asphalt & Emulsions, Inc. and Blacklidge for asphalt emulsion.

There was discussion among Procurement and the Board of Supervisors regarding the cost of the emulsion.

Supervisor Michael Lee made the motion and Supervisor Jessie Medlin seconded the motion authorizing the Road Department to go out for bid for asphalt emulsion due to the amount being greater than \$50,000.

The motion passed by a vote as follows:

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

**See Exhibit E.4.b**

Supervisor Lee Caldwell made the motion and Supervisor Jessie Medlin seconded the motion to approve the agenda with the additions and deletions 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>

#### **F. CONSENT AGENDA**

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

##### **1. Publication of Board Proceedings**

##### **2. Approval to Appoint Chief Financial Officer Andrea Freeze as:**

###### **a. Requisition Clerk all budget lines below:**

Finance and Accounting 001-121  
Circuit Court Administration 025-171 (non-capital only)

Circuit Court Reporter 024-161 (non-capital only)  
Emergency Management 001-260  
EMA Grant Fund 044  
Remove Tom Arnold from all budget lines below as of July 1, 2015:  
Finance and Accounting 001-121  
Circuit Court Administration 025-171  
Circuit Court Reporter 024-161  
Emergency Management 001-260  
EMA Grant Fund 044  
Recreation District Fund 101-530

**b. Authorize to Sign Checks**

**c. Authorize as New Signatory Official on Following Grants:**

- 1) DUI - 15ST1171
- 2) Occupant Protection - 15OP1171
- 3) Impaired Driving - 15MD1171
- 4) EMPG
- 5) MDEQ - Solid Waste Officer, EWaste, Waste Tire

**3. Office of Finance & Accounting**

**a. Budget Amendments**

County Administrator Vanessa Lynchard requested removing the following budget amendments requests from Exhibit F.3.a of consent.

- Sheriff Department- Account #001-202-915 Vehicles Above 5,000

Discussion for the above budget amendment took place in H.4.b of the minutes.

- County Registrar- Account #001-181-919 Furn/office equipment under 5,000  
Account #001-181-924 Computer equipment

Discussion for the County Registrar budget amendments was carried over until the July 6, 2015 Board of Supervisors Meeting.

- Road Department- Account #160-399-648 Asphalt Emulsion

Discussion for the Road Department's budget amendment took place in E.4.b of the minutes.

DeSoto County, Mississippi  
BUDGET AMENDMENT REQUESTS  
FOR BOS MEETING ON JUNE 15, 2015

(1) FOR SHERIFF					
ACCT #	LINE ITEM	ANNUAL BUDGET	INCREASE	DECREASE	NEW ANNUAL BUDGET
001-200-571	DUES & SUBSCRIPTIONS	8,000		1,500	6,500
001-201-544	SERVICE/MAINT CONTRACT	8,500		8,500	0
001-201-546	OTHER REPAIRS & N MAINT	24,560	8,500		33,060
001-202-588	VETERINARIAN FEES	3,000	500		3,500
001-202-622	PUBLIC OUTREACH	5,565		500	5,065
001-202-671	GASOLINE	514,300		24,900	489,400
001-202-915	VEHICLES-ABOVE 5,000	469,338	24,900		494,238
001-202-918	OTHER MOBILE EQ >\$5,000	12,972	1,500		14,472
001-202-921	OTHER CAPITAL UNDER 5,000	178,624	2,000		180,624
001-220-694	FOOD FOR PRISONERS	484,500		2,000	482,500
TOTALS		1,709,359	37,400	37,400	1,709,359

Reason for Request: To adjust various line items.

Requested by: Donna Ford

(2) FOR DHS-CHILD SUPPORT					
ACCT #	LINE ITEM	ANNUAL BUDGET	INCREASE	DECREASE	NEW ANNUAL BUDGET
001-458-502	Regular telephone	1,200		500	700
001-458-594	Other contractual services	1,200	500		1,700
TOTALS		2,400	500	500	2,400

Reason for Request: For additional shredding, for annual case shredding.

Requested by: Sadie Gale

(3) FOR JUSTICE COURT CLERK					
ACCT #	LINE ITEM	ANNUAL BUDGET	INCREASE	DECREASE	NEW ANNUAL BUDGET
001-166-475	Mileage	500	64		564
001-166-476	Meals and lodging	1,000		64	936
TOTALS		1,500	64	64	1,500

Reason for Request: To correct overage.

Requested by: Pat Sanford

(4) FOR CIRCUIT CLERK					
ACCT #	LINE ITEM	ANNUAL BUDGET	INCREASE	DECREASE	NEW ANNUAL BUDGET
001-102-600	record books binders etc.	2,500	1,600		4,100
001-161-600	record books binders etc.	4,000		1,600	2,400
TOTALS		6,500	1,600	1,600	6,500

Reason for Request: To adjust for the purchase of additional binders.

Requested by: Dale Thompson

(5) FOR COUNTY REGISTRAR					
ACCT #	LINE ITEM	ANNUAL BUDGET	INCREASE	DECREASE	NEW ANNUAL BUDGET
001-181-919	furn/office equipment under \$5000	500	2,200		2,700
001-181-924	computer equipment	50,000		2,200	47,800
TOTALS		50,500	2,200	2,200	50,500

Reason for Request: 45 blue wagons for election commissioners to deliver election day supplies & poll books for democrat & republican primaries. only have 39 precincts but they ask to order additional to cover the future addition of precincts

Requested by: Dale Thompson

(6) FOR FACILITIES MANAGEMENT					
ACCT #	LINE ITEM	ANNUAL BUDGET	INCREASE	DECREASE	NEW ANNUAL BUDGET
001-151-511	Other utilities-propane	17,500		12,513	4,987
001-151-430	Maintenance employees	6,220		6,220	0
001-151-540	Service calls	142,346	18,733		161,079
001-151-653	Small tools	5,031	4,000		9,031
001-151-901	Capital improvements	186,000		4,000	182,000
TOTALS		357,097	22,733	22,733	357,097

Reason for Request: To adjust line items for remainder of the year.

Requested by: Robert Jarman

(7) FOR ROAD DEPARTMENT					
ACCT #	LINE ITEM	ANNUAL BUDGET	INCREASE	DECREASE	NEW ANNUAL BUDGET
160-399-648	Asphalt Emulsion	20,000	70,000		90,000
160-399-913	Bridges	3,886,740		70,000	3,816,740
TOTALS		3,906,740	70,000	70,000	3,906,740

Reason for Request: To adjust line item 648 for additional costs for DBST projects.

Requested by: Andy Swims

**b. Request for Transfer of Sheriff Seized Funds**

**REQUEST FOR TRANSFER OF SHERIFF SEIZED FUNDS**

June 15, 2015

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
2013-55655	Kendrick Watson	12/16/13	28609	\$42,755.00	5/18/15
2014-59770	Roderick D. Lee	12/19/14	30020	\$7,765.00	5/19/15
2015-11968	Justin Gantt	3/11/15	30317	\$ 255.00	4/14/15
2015-15351	Jason Sawyer	4/1/15	30392	\$ 670.00	5/7/15
2015-17532	Tamika Wooten	4/14/15	30448	\$ 390.00	5/27/15
			TOTAL	\$51,835	

Transfer from Sheriff-Seized Fund (123-000-139) \$51,835.00  
 Transfer to Sheriff-Forfeiture Fund (120-000-238) \$51,835.00

Thank you.

C: Commander Kyle Hodge

**c. Request to Repay Interfund Loan of 2 Fire Trucks for Volunteer Fire Departments**

**Request to Repay Interfund Loans**

June 15, 2015

TO: Board of Supervisors

FROM: Tom Arnold

Approval is needed for the following interfund loan to be repaid. The interfund loan was for the purchase of two fire trucks for volunteer fire departments and the county paid \$70,000 on each truck. We applied for the reimbursement from the state and have now received the funds. The funds are now available for repayment of this loan.

From: Volunteer Fire Department \$70,000.00 (106-000-149)  
 To: General County Fund \$70,000.00 (001-000-054)

Thank you.

**d. Board President to Sign Disbursement from the State of MS Under the Federal Flood Control Act**

- 4. Road Department: a. May 2015 Safety Report b. Employee Resignation (4)  
 c. Bus Turnaround Maintenance Request 1) 12885 Fairview Rd. Byhalia, MS  
 2) 13465 Abernathy Byhalia, MS 3) 33952 Windermere Nesbit, MS**

**5. Contracts Administration: ArcGIS Maintenance Yearly Renewal Agreement with ESRI for IT/GIS**

**6. Office of Procurement:**

**a. May 2015 Procurement Card Purchase**

**b. Request to Accept & Approve Bid Specifications and Solicit Bids for Rental Uniforms for Department of Road Management - Bid File #15-399-001. This item was deleted from Consent.**

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

**a. Management Agreement for Robertson Donald Park**

**8. Business Investments: Final Resolution Granting Exemption from Ad Valorem Taxation -  
Rexam Beverage Can Company: 5 yr. Personal, \$4,979,210.00**

**9. EMS Billing Report – May 2015**

Desoto County  
EMS BILLING REPORT

May 2015

Number of ambulance runs billed: 143  
Amount billed: \$52,804.00  
Amount collected: \$36,441.52  
Un-collectable amount: \$8,697.01

	Eudora	Lewisburg	Walls
Dispatched Calls:	76	95	90
Refusals:	24	41	27
Standby Only:	0	0	3
Billed:	48	49	52
Other:	4	5	8

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

April 2015

Number of ambulance runs billed: 127  
Amount billed: \$45,119.00  
Amount collected: \$30,011.89  
Un-collectable amount: \$6,561.36

Fiscal Year To Date Collections:  
Number of ambulance runs billed: 1060  
Amount billed: \$372,974.30  
Amount collected: \$234,626.13  
Un-collectable amount: \$25,940.16

**10. Justice Court- April and May 2015**

**May**

Criminal Cases Filed	145
Civil Cases Filed	583
Traffic Tickets Filed	1,025
Total Cases Filed	1,753
State Assessments	\$70,927.75
County General Fund	\$124,276.27
DPS	\$ 3,100.00
Total Collections	\$198,304.02

**April**

Criminal Cases Filed	159
Civil Cases Filed	491
Traffic Tickets Filed	767
Total Cases Filed	1,417
State Assessments	\$84,165.70
County General Fund	\$126,924.38
DPS	\$ 3,750.00
Total Collections	\$214,840.08

**11. Bailiff Pay**

Liz Medlin	\$435.00
Bobby Holloway	\$300.00
Brandon Hylander	\$150.00

**12. Inmate Reimbursement Report: April 2015- MDOC**

**13. Chancery Clerk Allowance (2)**                      \$1,966.66                      \$1,550.00

Supervisor Lee Caldwell made the motion and Supervisor Mark Gardner seconded the motion to approve the Consent Agenda with the three deletions in F.3.a and F.6.b as set forth above and authorize the Board President to sign any documents in association therewith as necessary.

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**

## **G. OLD BUSINESS**

### **1. Approval of Letter to MDOT RE Johnson Creek Greenway**

State Aid Engineer Tracy Huffman presented a proposed letter addressed to MDOT requesting approval to construct Johnson Creek Greenway, Baldwin Road to U.S. Hwy 61 project in phases.

Mr. Huffman stated the letter explains, due to limited funding, the Board of Supervisors would like the project to be phased with eastern termini at Baldwin Road and a western termini being approximately 7,000 feet west of Baldwin Road as further explained in Exhibit G.1. He said once MDOT receives the letter they will finalize the MOU agreement for the Johnson Creek Greenway project. As additional funds become available the project will be expanded so as to continue to extend the greenway to the planned termini at Highway 61.

Supervisor Michael Lee made the motion and Supervisor Mark Gardner seconded the motion to authorize Board President to sign the letter of request to MDOT requesting approval to construct the Johnson Creek Greenway in phases as explained in Exhibit G.1.

The motion passed by a vote as follows:

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

**See Exhibit G.1**

### **2. Sunset Road Closure**

Supervisor Michael Lee stated he met with all the homeowners on Sunset Road regarding the closure of Sunset Road and the length of time it would be closed. He said they all were okay with the road closure.

Supervisor Michael Lee made the motion and Supervisor Lee Caldwell seconded the motion to approve the road closure of Sunset Road beginning July 1, 2015; Road Department will post notifications as normal; authorize Board President to sign the Board Order as presented by Board Attorney and detailed in Exhibit G.3.a.

The motion passed by a vote as follows:

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

**See Exhibit G.2**

**3. Board Attorney:**

**a. Sunset Road Closure Order**

See G.2 for the motion on this item.

**See Exhibit G.3.a**

**b. Fire Protection Agreement - Olive Branch**

Board Attorney Tony Nowak stated the Board of Supervisors had approved the Fire Protection Agreement with Olive Branch but the actual signed contract is missing. He said this is a replacement MOU of the mutual aid agreement.

Supervisor Jessie Medlin made the motion and Supervisor Lee Caldwell seconded the motion to authorize Board President to sign the replacement MOU Fire Protection Agreement with Olive Branch.

The motion passed by a vote as follows:

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

**c. Approval of MOU with Performance Food Group**

Board Attorney Tony Nowak explained this is a standard tax exemption agreement with Performance Food Group as a result of their new enterprise. He noted the Board already approved the exemption but Performance Food Group had requested a written MOU verifying the agreement to grant the exemption when applied for.

Supervisor Jessie Medlin made the motion and Supervisor Lee Caldwell seconded the motion to approve the MOU with Performance Food Group as further detailed in Exhibit G.3.c and Board President to sign all required 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 G.3.c**

**H. NEW BUSINESS**

**1. Approval of Letter to USACE RE Memphis Metro Stormwater Management Program**

State Aid Engineer Tracy Huffman presented a proposed letter to the U.S. Army Corps of Engineers expressing the Board’s appreciation to the USACE for the on-going partnering efforts in DeSoto

County. Mr. Huffman explained the letter further requests to partner with USACE through its Memphis District for improvements authorized under the on-going Memphis Metro Stormwater Management Program.

Mr. Huffman said the letter requests a FY16 work plan allocation in the amount of \$500,000.00 for work further detailed in Exhibit H.1. Mr. Huffman noted the money may not become available to DeSoto County this year but available in 2016.

Supervisor Jessie Medlin asked what is our match. Mr. Huffman said the match would be \$25,000.00 which is small in comparison to half a million allocation.

County Administrator Vanessa Lynchard asked Mr. Huffman if the \$25,000.00 was non-refundable. Mr. Huffman said that was correct the \$25,000.00 would be non-refundable. He said the funds are not due until the County is notified they will receive the allocation. The letter being presented is to begin the initial request.

Supervisor Mark Gardner asked if this Board could commit funds to the next term of Board of Supervisors.

Supervisor Bill Russell stated the new Board can't be held to the same commitment.

Supervisor Medlin mentioned the Coldwater River has junk in it and easily floods.

Supervisor Lee Caldwell stated this is something we need to look at throughout the county.

Supervisor Mark Gardner reminded Mr. Huffman he had requested him to schedule a joint meeting between Vicksburg and the Memphis office. He said he would like to have this meeting soon.

The Board of Supervisors discussed the verbiage of the letter and possible amendments to the letter. They requested for Mr. Huffman to work with Board Attorney Tony Nowak regarding the verbiage.

Supervisor Lee Caldwell made the motion and Supervisor Mark Gardner seconded the motion to approve hiring the Smith, Phillips, Mitchell, Scott and Nowak Law Firm to work with State Aid Engineer Tracy Huffman regarding a letter to USACE regarding FY'16 Energy & Water Appropriations and authorize Board President to sign.

The motion passed by a vote as follows:

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

**See Exhibit H.1**

## **2. Facilities - Courthouse Azalea Bushes**

Facilities Director Robert Jarman appeared before the Board of Supervisors to inform them on the condition of the Azaleas around the Courthouse.

Mr. Jarman said he consulted with MSU Extension Services Director Dr. Joy Anderson regarding the Azalea bushes around the courthouse. He said after their discussion it was decided the Azaleas should be pruned and hedged back to rejuvenate growth and promote the health of the bushes. He said the lowest and best quote came from Michael Hatcher and Associates, Inc. in the amount of \$2,725.00. Mr. Jarman said they will be pruned before July 4<sup>th</sup> so as not to interfere with the next bloom cycle.

The Board asked Mr. Jarman to be sure to inform the public through newspaper articles, Facebook, and the County website. Mr. Jarman said Dr. Anderson already sat down with reporters regarding an article they plan to write.

Board Attorney Tony Nowak stated according to state law the payment terms should reflect receipt to be within 45 days, not upon receipt.

No action or motion was taken on this item.

**See Exhibit H.2**

**3. Road Department:**

**a. Delta Bluffs Bike Lanes**

County Engineer Scott Young appeared before the Board of Supervisors regarding the bike lanes in the Delta Bluffs Subdivision.

Mr. Young said they have met with the residents several times to determine the most ideal roads for the project. He said some of the criteria discussed were:

1. Must be able to maintain 12 ft. vehicle travel lanes
2. No bike lanes will be added where sidewalks are installed
3. No bike lanes in the coves
4. Homeowners must be willing to enforce "No Parking" along bike lanes

Mr. Young stated Delta Bluffs Parkway from HWY 302 to Delta Lakes Blvd meets the above mentioned criteria and is the best candidate for the work. He said the distance would be 2975 ft. at an estimated cost of \$3,998.00.

Supervisor Bill Russell made the motion and Supervisor Lee Caldwell seconded the motion to approve the expenditure for bike lanes for the roads in Delta Bluffs Subdivision as detailed in Exhibit H.3.a.

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>

**See Exhibit H.3.a**

**b. Request for MOU to Split Costs with the City of Olive Branch - Kirk Road Overlay**

Supervisor Jessie Medlin made the motion and Supervisor Lee Caldwell seconded the motion to authorize the Smith, Phillips, Mitchell, Scott and Nowak Law Firm to prepare a MOU with the City of Olive Branch to split the cost (50/50) of overlaying Kirk Road.

The motion passed by a vote as follows:

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

**See Exhibit H.3.b**

**4. Office of Procurement:**

**a. Purchase of Motorcycles for Sheriff's Department**

Director of Administration and Procurement Pat McLeod stated the Sheriff's Department would like to purchase two (2) 2015 FLHTP police motorcycles and trade-in three (3) motorcycles from Bumpus Harley Davidson for a total expenditure of \$13,971.58.

Supervisor Michael Lee asked if the equipment from the old motorcycles will go on the new motorcycles. Sheriff Bill Rasco said yes that is correct. Supervisor Lee asked if Bumpus Harley will handle transferring the parts. Sheriff Rasco said they have a person in the Sheriff's Department that will handle this.

Supervisor Lee Caldwell asked the Sheriff if they would have to purchase more items to equip the motorcycles. Sheriff Rasco said no they wouldn't everything would transfer.

Supervisor Michael Lee asked the Sheriff how many miles are on the bikes. Sheriff Rasco said he couldn't recall the exact mileage but they have high mileage.

Supervisor Michael Lee asked about the brand of muffler on the bikes. Supervisor Lee stated a Vance and Hines Muffler are more expensive than the standard issued muffler. Supervisor Lee asked if the bikes are police issued mufflers. Sheriff Rasco said yes. Supervisor Lee mentioned they may be able to save \$700.00 using a stock muffler.

Supervisor Bill Russell noted not unless the mufflers are already installed. Supervisor Russell asked Sheriff Rasco if they were already installed. Sheriff Rasco said yes everything is installed.

Supervisor Jessie Medlin made the motion and Supervisor Mark Gardner seconded the motion to approve the expenditure of \$13,971.58 for the Sheriff's Department to purchase two (2) 2015 FLHTP police motorcycles and trade-in three (3) motorcycles from Bumpus Harley Davidson as detailed in Exhibit H.4.a and authorize a budget amendment if necessary.

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.a**

**b. Sheriff Department Vehicles, Purchase Greater than \$25,000**

Director of Administration and Procurement Pat McLeod stated the Sheriff's Department requests to purchase two (2) Ford Police Interceptor Sedans from the Mississippi State Contract. Ms. McLeod said the total expenditure for two vehicles with all the options would be \$48,350.00.

Sheriff Rasco stated a vehicle was involved in a wreck.

Supervisor Mark Gardner verified with Sheriff Rasco if they were okay with amending their gasoline budget to purchase the new vehicles. Sheriff Rasco said they were and they had enough allocated in the gasoline budget to last until the end of this fiscal budget.

Supervisor Mark Gardner made the motion and Supervisor Lee Caldwell seconded the motion to approve a budget amendment to the Sheriff's Department to purchase two (2) Ford Police Interceptors Sedans from the Mississippi State Contract as detailed in Exhibit H.4.b finding the purchase is essential to the efficiency and economy of the operations of the County.

The motion passed by a vote as follows:

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

**See Exhibit H.4.b**

**5. Office of Finance and Accounting:**

**a. Grants Administration: Approval to Apply for the EMPG - Emergency Management Performance Grant**

Grant Administrator Melissa Zizmann requested approval to apply for the Emergency Management Performance Grant to help offset EMS expenditures. Ms. Zizmann stated the amount is undetermined because funding is determined by previous year expenditures. She said historically they have reimbursed the County \$70,000 to \$75,000 and no local match is required.

Supervisor Jessie Medlin made the motion and Supervisor Lee Caldwell seconded the motion to approve Grant Administrator Melissa Zizmann to apply for the Emergency Management Performance Grant to help offset EMS expenditures as detailed in Exhibit H.5.a.

The motion passed by a vote as follows:

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

**See Exhibit H.5.a**

**b. Claims Docket**

Chief Financial Officer Tom Arnold, accompanied by the incoming Chief Financial Officer Andrea Freeze, 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 Jessie Medlin asked about the following claims:

Page 4: Animal Medical Center. Mr. Arnold said that 2 deputies were serving papers and were charged by dogs. One dog was about to bite and the deputy shot it as it was lunging. The dog ran off and could not be found. It came back the next day and was treated by a vet but did not live.

Page 75: Bancorp South. Mr. Arnold said this is one of 3 payments. The principal is paid once a year and the interest is paid twice a year.

Supervisor Lee Caldwell asked about the following claims:

Page 6: Carahsoft Technology Corp. Mr. Arnold said this is a maintenance agreement for GIS software.

Page 11: Coahoma Electric Power. Supervisor Lee Caldwell said this seemed to be very high for the Walls Library. She asked that Facilities check that out and see if some energy saving steps could be taken to lower it.

Page 31: RBM Consulting. Supervisor Caldwell said the Election Commission had mentioned two machines were down, and asked did a maintenance agreement not cover those. Vanessa Lynchard said she would check on that.

Page 35: North MS Tire. Supervisor Caldwell asked what we bought. Mr. Arnold said that was for 20 tires for the Sheriff's Department.

Supervisor Mark Gardner asked about the following claims:

Page 16: Service/Maintenance Agreement. Mr. Arnold said this is a maintenance agreement on software used by Veteran's Services for forms, etc..

Page 30: Special Election Workers. Supervisor Mark Gardner asked if we need to do a budget amendment on this. Mr. Arnold said not yet, but we probably will before the year end to cover the rest of the elections this year. Vanessa Lynchard said they did one about two months ago but she was not sure it covered this.

Page 52: Total Amount. Mr. Arnold had stated in the presentation of the claims docket that the total included 3 pickup trucks for the Tax Assessor's office. Supervisor Mark Gardner asked was the money moved. Mr. Arnold said the money was moved from Tax Assessor to Fleet Management.

Page 55: Idexx Dist. Inc.. Supervisor Mark Gardner asked if this was a new vendor. Monica Mock, Animal Control Director, said it was not a new vendor and we purchase feline leukemia tests from them.

Page 55: Zoetis for Shelters. Monica Mock said this is a shelter program for vaccinations.

Page 59: Al Williams Bail Bonds. Tony Nowak, Board Attorney, said this is to reimburse the bondsman after they have paid the county for a bond jumper and the person is brought to court at a later date by them.

Page 59: Aetna & Accent. Ambulance fees were overpaid and reimbursed.

Page 65: Supervisor Mark Gardner asked if this was all grant money. Mr. Arnold said it was all grant money. Search and Rescue was trying to purchase all they needed with the grant money. Melissa Zizman said that it was part of the Homeland Security grant and it had to be spent within a short time frame.

Page 78: Progressive Construction. Supervisor Mark Gardner asked is this was the money they carried over from last year. Mr. Arnold said yes, this was the last of it. This was for the brick façade on the front and side of the building and should be the last thing to be done.

Supervisor Michael Lee asked about the following claims:

Page 4: JB Towing & Auto Service. Mr. Arnold said this was body work done on a vehicle.

In accordance with Section 19-13-31 and Section 19-11-23 of the Mississippi Code Annotated, Supervisor Mark Gardner made the motion and Supervisor Lee Caldwell seconded the motion to authorize the Chancery Clerk to pay the bills except the claim to Upchurch Services, LLC (to which he would recuse himself) 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>

Supervisor Mark Gardner recused himself and Supervisor Michael Lee made the motion and Supervisor Jessie Medlin seconded the motion to authorize the Chancery Clerk to pay the claim to Upchurch Services, LLC 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>RECUSED</u>

Supervisor Bill Russell, Third District YES  
Supervisor Lee Caldwell, Fourth District YES  
Supervisor Michael Lee, Fifth District YES

**6. Board Attorney:**

**a. Approval to Review Land Records Renovation**

Supervisor Jessie Medlin made the motion and Supervisor Lee Caldwell seconded the motion to approve hiring the Smith, Phillips, Mitchell, Scott and Nowak Law Firm to review land records for architect Mike Childress as needed for the completion of the jail administration building.

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

**b. Approval of Contract with BCBS for Insurance Filings**

Supervisor Jessie Medlin made the motion and Supervisor Mark Gardner seconded the motion to approve the contract with BCBS for insurance filings regarding the ambulance services provided by the EMS department.

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

**I. Planning**

**1. New Business**

**a. Minor Lot**

**i. Woodridge Farms, 1st Revision (6999) - Application is for minor lot subdivision approval of one (1) lot on 12.8 acre(s), one (1) lot on 17.8 acre(s), one (1) lot on 4.3 acre(s) and one (1) lot on 4.8 acre(s) identified as Parcel(s) #2-06-9-29—05-0-00003-00. Subject property is located on the south of Wood Ridge Drive and west of Ross Gin Road in Section 29, Township 2, Range 6 and is zoned Agricultural-Residential (A-R). (District 5) Applicant: Hugh & Rhett Armistead**

Ms. Hendricks presented the application for Woodridge Farms, 1<sup>st</sup> Revision for approval of minor lot subdivision revision of one (1) lot on 12.8 acre(s), one (1) lot on 17.8 acre(s), one (1) lot on 4.3 acre(s) and one (1) lot on 4.8 acre(s).

Supervisor Medlin asked if Mr. Armistead owned all four lots. Mr. Hugh Armistead confirmed he and his son Rhett Armistead own all four lots.

Supervisor Gardner asked if there are any ditches on the property. Mr. Bob Farley confirmed that there is a ditch that runs through the property and that the ditch already has culverts installed. He also stated that the easement would be 50 feet wide.

Supervisor Lee made a Motion to approve the Woodridge Farms, 1<sup>st</sup> Revision conditioned upon. Supervisor Caldwell 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, MICHAEL LEE	<u>YES</u>

**See Exhibit I.1.a.i**

**J. EXECUTIVE SESSION**

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

**K. OTHER**

The Board of Supervisors came out of Executive Session to discuss upgrading the current heart monitors and defibrillators used in the ambulances by the EMS department. After further discussion by the Board it was determined EMS has the money in their budget to trade-in old equipment and upgrade the monitors and defibrillators.

Supervisor Mark Gardner made the motion and Supervisor Lee Caldwell seconded the motion to approve EMS to bid out trading the old heart monitors and defibrillators for updated versions.

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 Mark Gardner made the motion and Supervisor Michael Lee seconded the motion to recess the Board meeting until June 22, 2015 at 8:00 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 15<sup>th</sup> day of June, 2015, these minutes have been read and approved by the DeSoto County Board of Supervisors.

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Bill Russell, President  
DeSoto County Board of Supervisors