

DESOTO COUNTY BOARD OF SUPERVISORS

BOARD MEETING MINUTES

MARK GARDNER, PRESIDENT PRESIDING

June 3, 2013

A. CALL TO ORDER

The June 3, 2013 meeting of the DeSoto County Board of Supervisors was called to order by Supervisor Mark Gardner, Board President.

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

Supervisor Jessie Medlin	District 1
Supervisor Mark Gardner	District 2
Supervisor Bill Russell	District 3
Supervisor Lee Caldwell	District 4
Supervisor Harvey Lee	District 5
Sheriff Bill Rasco	Sheriff
W. E. Sluggo Davis	Chancery Clerk
Vanessa Lynchard	County Administrator
Tony Nowak	Board Attorney

B. INVOCATION

Supervisor Mark Gardner introduced Mr. Lee Jenkins of DeSoto County and thanked him for coming to the Board Meeting. He said Mr. Jenkins has been praying for DeSoto County and he asked Mr. Jenkins to give the invocation.

Mr. Jenkins said it was an honor to be invited by the Board to pray and he presented the invocation.

C. PLEDGE OF ALLEGIANCE

D. CITIZENS REMARKS & PRESENTATIONS

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

No one came forward.

E. APPROVAL OF MAY MINUTES

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

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

Supervisor Jessie Medlin made the motion and Supervisor Lee Caldwell seconded the motion to accept the minutes of the Board of Supervisors for May 2013, as presented this date with changes previously submitted, pursuant to Section 19-3-27 of the Mississippi Code of 1972, annotated.

The motion passed by a vote as follows:

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

8. Planning Director requested adding a scrivener's error to the Agenda.

9. Road Manager Andy Swims requested adding Hallum States-Update

10. Planning Director Ted Garrod notified the Board of Supervisors and the public that the Board of Adjustments meeting Public Notice stated the meeting is scheduled for June 11th but the meeting is actually scheduled for June 10th. The scrivener's error will be discussed at that meeting.

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

The motion passed by a vote as follows:

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

1. Sheriff Bill Rasco presented Mississippi Department of Corrections for inmate housing for the Board President sign

Supervisor Jessie Medlin made the motion and Supervisor Harvey Lee seconded the motion to authorize the Board President to sign the Mississippi Department of Corrections for inmate housing reimbursement.

The motion passed by a vote as follows:

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

See Exhibit E.1

2. Holidays

The Board requested the Board Attorney and County Administrator to meet with the Tax Collector to discuss the possibility of swapping the Confederate Memorial Holiday with the Good Friday holiday.

3. Board Attorney Tony Nowak requested adding the following:

a. Andrews Park Partners as a possible executive session discussion. This item was later determined to qualify for executive session.

b. 3091 Industrial Drive and Motor Scooter Drive as possible executive session discussion. This item was later determined to qualify for executive session.

c. Polk Lane at the intersection of Kirk Road. This item was later determined to qualify for executive session.

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

a. Records Storage Project

County administrator Vanessa Lynchard said the county offices have no more storage space for county records. Ms. Lynchard said this is really affecting Human Resources. They are required to keep personnel files for 55 years. Currently, they store records in their office and the storage closet on the third floor. They have no space available in their office for storage and the storage

closet is filled and stacked with boxes and it is now a dangerous situation. Ms. Lynchard recommended the best option of scanning the documents for storage.

Ms. Lynchard said she has been meeting with IT Director John Mitchell and HR Director Janna Rogers for several months regarding solutions to records storage. She said they discussed hiring three temporary employees to scan and index documents. HR will still assume a lot of work because they will have to determine which documents need to be kept and stored and what can legally be destroyed.

Ms. Lynchard requested authority to hire three temporary employees to scan documents for the HR Department and to approve a budget amendment for \$20,000. She said that Mr. Mitchell has assumed some of the cost for this project through his budget as well. She said they would use the Human Resources conference room for the project. Ms. Lynchard said the next recommendation would be for the Planning Department. They also have a great need for document storage. Ms. Lynchard said today she is requesting for the Human Resources Department only.

Supervisor Harvey Lee made the motion and Supervisor Lee Caldwell seconded to approve the County Administrator to hire three temporary employees to work 40 hours per week with no benefits to scan and index documents for the Human Resources Department and to approve a budget amendment for \$20,000 to cover salaries with part of the money coming from the IT Department budget and ending cash.

Supervisor Mark Gardner asked if this project could be completed with existing equipment and Ms. Lynchard said yes.

The motion passed by a vote as follows:

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

b. Property and Casualty Insurance Documents – Approval for Board President to sign documents

Supervisor Jessie Medlin made the motion and Supervisor Harvey Lee seconded the motion to approve the Board President to sign Property and Casualty Insurance Documents.

The motion passed by a vote as follows:

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

See Exhibit E.4.b

c. Facilities Management – Project Construction Manager Proposal. This item was later determined to qualify for executive session.

d. Facilities Projects

(1 Sheriff’s Administration Office

(2 Jail Expansion

(3 Renovation of existing Jail, Chancery Clerk’s area, Courtroom interview rooms

Ms. Lynchard said after the bond closing on June 6th, work could proceed on the architectural work for the Sheriff’s Administration Office and Jail Expansion; and the renovation of the existing Jail, the Chancery Clerk’s area and the Courtroom interview rooms.

Supervisor Bill Russell asked about additional parking at the Sheriff Administration Office. Ms. Lynchard said they are working on it. Supervisor Russell asked if it is in the budget. Ms. Lynchard said, based on what the Board originally discussed for 1-2 acres for parking, we think we have the funding for the parking lot.

Supervisor Mark Gardner asked if they would have an answer by the next Board Meeting. Ms. Lynchard said yes.

Supervisor Gardner said Mr. Childress told him whatever they decide to do with dispatch will affect the budget for the Jail. Supervisor Gardner said he would like to get with the Jail Committee, E-911 and Mr. Childress on Wednesday at 9:30 to discuss this issue in more detail.

Supervisor Russell said if E-911 could help with the communication equipment it would help.

Supervisor Gardner said there are some details to work out so we do not pay twice for dispatch offices.

Supervisor Russell asked for if there is a completion date for the projects.

Mike Childress, Architect for Evans, Taylor, Foster and Childress, said the Jail and Sheriff's office should be completed in about 18 months.

Supervisor Lee Caldwell requested that Mr. Childress provide a timeline to the Board of Supervisors.

Supervisor Harvey Lee made the motion and Supervisor Lee Caldwell seconded the motion to authorize Evans, Taylor, Foster and Childress Architect Firm to proceed with preparing the plans and related documents for the Sheriff Administration Office, new jail construction and old jail renovations, with a goal of finalizing the plans within 60 days after the bond closing on June 6, 2013.

The motion passed by a vote as follows:

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

e. Approve proceeding with renovations to the EMA building after the building is occupied

Supervisor Harvey Lee made the motion and Supervisor Lee Caldwell seconded the motion to approve proceeding with renovations to the EMA building beginning 60 days after closing, or as soon as the building is vacated whichever occurs first.

The motion passed by a vote as follows:

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

f. Approve proceeding with renovations to the Facilities Management building

Supervisor Harvey Lee made the motion and Supervisor Jessie Medlin seconded the motion to approve proceeding with renovations to the Facilities Management building immediately after the bond closing.

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

g. Approve negotiating with Pickering for the Courthouse courtroom renovation

Supervisor Harvey Lee made the motion and Supervisor Lee Caldwell seconded the motion to approve negotiating an agreement with Pickering to prepare designs for the Courthouse courtroom renovation.

The motion passed by a vote as follows:

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

h. Approve E-911 negotiations. This item was discussed in Item E.4.d

i. Approval to pay invoice for appraisal services to Norwood Appraisals

Supervisor Lee Caldwell made the motion and Supervisor Harvey Lee seconded the motion to approve paying Norwood Appraisals \$1,000 for appraisal services relating to parcel #2087-2501.0-00012.00.

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

See Exhibit E.4.i

j. Property Acquisition – Facilities - Consideration for a possible executive session discussion to approve closings of three properties and authorize the Clerk to write the checks at closing. This item was later determined to qualify for executive session.

5. Supervisor Harvey Lee requested adding an item of Justice Court Personnel for consideration for a possible executive session discussion. This item was later determined to qualify for executive session.

6. Chief Financial Officer Tom Arnold requested adding 3 employees in the Tax Collector’s office for reimbursement of expenses

Supervisor Harvey Lee made the motion and Supervisor Lee Caldwell seconded the motion to approve travel expenses for three deputy tax collectors to travel to Oxford for a required certification class so they may be reimbursed for expenses for meals and or mileage as follows

Erin Shook	\$243.06
Betsy Pruett	\$275.49
Danielle Hammond	\$ 23.96

The motion passed by a vote as follows:

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

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

See Exhibit E.6

7. Sheriff Bill Rasco requested adding payment for training facility in Marshall County for three years for \$25,000 annually.

Supervisor Harvey Lee made the motion and Supervisor Jessie Medlin seconded the motion to approve payment to the lessor of land, for the Sheriff's Department training facility in Marshall County, for three years in the amount of \$25,000 annually as provided for in the lease agreement.

The motion passed by a vote as follows:

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

8. Planning Director requested adding a scrivener's error to the Agenda.

Planning Director Ted Garrod said the Board of Adjustments will meet on June 17th and will discuss a scrivener's error at that time.

9. Road Manager Andy Swims requested adding Hallum States-Update

Mr. Swims said the Board of Supervisors directed him to get a drainage study on Hallum Estates. Mr. Swims said he received the study from Jones Davis just as the last storm hit the county. He said he needs to get more information and then present it to the Board.

Mr. Swims said an upset resident called him during the storm and flooding recently. Mr. Swims said there is somewhat of a levee that runs between two houses and it needs to be raised. The debris and trash needs to be cleaned out of the levee/ditch. He said the levee would need to be raised but it could not be widened or deepened very much.

Supervisor Lee Caldwell asked if trustees can help with cleaning the ditch. Mr. Swims said it requires using equipment and the trustees are not allowed to help when equipment is involved.

Supervisor Bill Russell said the county has cleaned an area but not the entire area. There is heavy vegetation and trees on creek bed.

Mr. Swims said he wants to sit down with Jones Davis to further review parts of the study.

Supervisor Jessie Medlin said the county has to clean the ditch regardless of what the study says. Mr. Swims agreed and said they are limited because there are houses on both sides of the ditch.

Supervisor Mark Gardner asked Supervisor Russell to take him to view the area.

Supervisor Russell said he would do that. He said we need to see if the Horn Lake Drainage District can assist with this issue.

Supervisor Medlin said he does not want to throw money away but we have to clean the area anyway.

Mr. Swims said the road is going to flood again and he wants to take pro-active measures to prevent flooding.

Supervisor Medlin said if the study says to clean ditch we should lay riprap while we are there and it would be cheaper. He said something needs to be put down to keep it from eroding away.

Supervisor Gardner asked Mr. Swims for an estimate on cleaning the ditch. Mr. Swims said approximately \$20,000.

Supervisor Bill Russell made the motion and Supervisor Harvey Lee seconded to approve cleaning out the ditch at Hallum Estates using money from the Road Department budget and to hire the Smith, Phillips, Mitchell, Scott and Nowak Law Firm to do the proper paperwork to secure easements from the homeowners and for Mr. Swims to discuss the matter and paperwork with the homeowners.

Supervisor Gardner asked who owned the ditch. Board Attorney Tony Nowak said most of the time the adjacent homeowners split the ditch to the middle.

The motion passed by a vote as follows:

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

10. Planning Director Ted Garrod notified the Board of Supervisors and the public that the Board of Adjustments meeting Public Notice stated the meeting is scheduled for June 11th but the meeting is actually scheduled for June 10th. The scrivener's error will be discussed at that meeting.

G. CONSENT AGENDA

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

1. Dept. of Human Resources: Monthly Health Claims

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

Funding Request	Date Paid	Amount	Claim Type
Date			
5/1/13	5/1/13	\$80,813.88	Administration Fees
5/6/13	5/8/13	\$41,210.36	Medical
5/6/13	5/8/13	\$7,074.70	Dental
5/6/13	5/8/13	\$16,334.22	Pharmacy
5/13/13	5/15/13	\$41,087.46	Medical
5/13/13	5/15/13	\$5,183.60	Dental
5/13/13	5/15/13	\$9,641.35	Pharmacy
5/20/13	5/20/13	\$62,755.66	Medical
5/20/13	5/20/13	\$7,202.15	Dental
5/20/13	5/20/13	\$18,183.15	Pharmacy
5/27/13	5/29/13	\$30,651.83	Medical
5/27/13	5/29/13	\$6,622.10	Dental
5/27/13	5/29/13	\$10,619.80	Pharmacy
	TOTAL	\$337,380.26	

2. Justice Court Report

Monthly Report

Criminal Cases Filed	117
Civil Cases Filed	527
Traffic Tickets Filed	1,451
Total Cases Filed	2,095

State Assessments	\$ 85,630.00
County General Fund	\$117,719.79
Total Collections	\$203,349.79

3. Bailiff Pay

Liz Medlin	\$325.00
Chris Plumlee	\$230.00
Brandon Hylander	\$435.00
Bobby Holloway	\$205.00
Lee Hodge	\$230.00

4. Publication of Board Proceedings

5. Office of Finance & Accounting: Approve Budget Amendments

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

d. School Bus Turnaround: 5735 Smith Road., Hernando, MS Bus # 446 Owner Cindy Conrad
Ph # 901-832-3815

b. Chancery Clerk Allowance – \$1,550.00

Supervisor Jessie Medlin asked about Item Number G.6.d for a School Bus Turnaround. He asked Road Manager Andy Swims if the driveway already has white rock and if they are using clay or white rock request is to pave the entire driveway or just damaged areas.

Mr. Swims he would need to check to see if white rock is already on the driveway. He said they usually match what is already on the driveway but they do use clay gravel when possible.

Supervisor Medlin verified that it is located on Baptist Road. He said the request is for 6-8 loads of white gravel and that is a lot of gravel. Mr. Swims said there are several marks on the pictures that the Board of Education sent with the request and it does look like it is in pretty bad shape.

Board Attorney said if the Board of Education determined that this driveway is part of the turnaround, the County is required to gravel the entire driveway.

Supervisor Mark Gardner asked Mr. Swims to get with the Board of Education for clarification on the type of rock and how much is actually needed and come back to the Board later today.

Mr. Swims said he would check into it and have an answer by the end of the day.

Supervisor Harvey Lee made the motion and Supervisor Lee Caldwell seconded the motion to approve the actions set forth in Consent Agenda with the exception of Item Number G.6.d for a School Bus Turnaround.

The motion passed by a vote as follows:

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

Later in the meeting, Road Manager Andy Swims said he confirmed the information regarding he school bus turnaround on the Consent Agenda.

Mr. Swims said this is the residence of a special needs three year old child and it is a small bus. He said there are shady areas on the driveway which is a concern with clay gravel. Mr. Swims said it would require \$5.40 per yard for clay or \$5.45 per yard for gravel and limestone. He said the estimated cost for limestone is \$900 and clay is \$300. This is an existing turn around. Mr. Swims said they recommend limestone because it will last longer.

Supervisor Bill Russell suggested asking the owner to pay the difference if they want to use limestone instead of clay.

Mr. Swims said clay sometimes does not hold and then they have to go back with limestone. He pointed out potholes in the driveway on the pictures and said he is concerned that clay will not do the job in this situation.

Supervisor Lee Caldwell said the county is mandated to transport special needs children and we can use clay. The county will be transporting the child for a while because it is three years old and either type of gravel would work.

Board Attorney Tony Nowak said repairing and maintaining the entire driveway is permitted in the Board discretion if the School Board determines it is a part of the turnaround, which is what the School Board determined. The Board has the discretion to use whatever material they desire to repair and maintain the turnaround.

Supervisor Bill Russell made the motion and Supervisor Harvey Lee seconded the motion to approve authorizing the Road Manager to negotiate with the homeowner regarding the school bus turnaround to see if they will pay the difference in the cost of clay and limestone in lieu of gravel to repair the driveway.

The motion passed by a vote as follows:

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

See Exhibit G

H. OLD BUSINESS

1. Board Attorney: MOU to pave Olive Branch Community Emergency Food Pantry parking lot

Board Attorney Tony Nowak said the Board previously approved paving the Olive Branch Food Pantry parking lot. He said the county will invoice the Food Pantry and they would reimburse the county within 30 days. Mr. Nowak said the Food Pantry will maintain the parking lot.

Supervisor Jessie Medlin asked the Road Manager about the parking area going into the shop occupied by the Road Department.

Road Manager Andy Swims drain work needs to be done.

Supervisor Medlin asked Mr. Swims to look into it more and let him know.

Supervisor Jessie Medlin made the motion and Supervisor Lee Caldwell seconded the motion to approve an MOU with the Olive Branch Community Emergency Food Pantry authorizing the County to pave the parking lot; the County to invoice the Food Pantry for the work and the Food Pantry to pay the County within 30 days.

The motion passed by a vote as follows:

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

See Exhibit H.1

I. NEW BUSINESS

1. 9:30 a.m. Hernando Main Street Chamber of Commerce

Susan Fernandez of the Hernando Main Street Chamber of Commerce thanked the Board of Supervisors for their past sponsorship for the Water Tower Festival. Ms. Fernandez presented a framed and autograph poster of the Water Festival to the Board of Supervisors.

Supervisor Mark Gardner said on behalf of the Board, he appreciated the partnership with the Chamber and thanked Ms. Fernandez for the framed poster.

Ms. Fernandez said she appreciated the Board's support and would come back in the near future for assistance.

Ms. Fernandez reminded everyone that the Chamber is sponsoring the free Music on the Square Series which is held each Thursday from 7:00 pm. till 9:00 p.m.

2. Office of Procurement: Bids Under Advisement: - Copiers for County Offices

Procurement Clerk Pat McLeod presented bids for copiers in the county offices. Ms. McLeod said they received bids from 11 vendors. She recommended awarding the bid to NovaCopy, due to the two lower bids being non-responsive, with a 30% savings. Ms. McLeod said the monthly payment is \$3,559 and the money is in the budget. The entire lease is \$170,834.00 for four years.

Ms. McLeod presented the bids as follows:

	AAA Office Solutions	CopyPlus	Dex Imaging	Konica Minolta Business Solutions	Mid-South Digital	NovaCopy	Rayco	RJ Young (Canon)	RJ Young (Samsung)	Toshiba Business Solutions	Xerox
PRIMARY											
36 Month	\$ 5,154.83	\$ 5,042.61	\$ 2,879.00	\$ 4,184.60	\$ 3,961.37	\$ 3,769.82	\$ 5,115.00	\$ 4,454.93	\$ 3,636.19	\$ 4,664.70	\$ 5,323.63
48 Month	\$ 4,584.70	\$ 4,244.14	\$ 2,406.00	\$ 3,654.54	\$ 3,598.05	\$ 3,559.05	\$ 4,349.00	\$ 3,754.91	\$ 3,087.49	\$ 3,911.52	\$ 4,628.97
60 Month	\$ 4,259.76	\$ 3,792.84	\$ 2,030.00	\$ 3,278.70	\$ 3,060.59	\$ 3,094.84	\$ 4,056.00	\$ 3,343.77	\$ 2,765.18	\$ 3,459.59	\$ 4,106.82
72 Month	No Bid	\$ 3,503.50	\$ 1,710.00	No Bid	No Bid	\$ 2,940.09	\$ 4,056.00	No Bid	No Bid	\$ 3,208.49	\$ 3,926.43
Excess Copy B & W	0.01	0.0080	0.0033	0.0087	0.006	0.0050	0.0069	0.0063	0.0059	0.0065	0.0065
Excess Copy Color	0.05	0.0550	0.0045	0.0450	0.049	0.0490	0.0650	0.0540	0.0430	0.0600	0.0450
TOTAL LEASE COST											
36 Month	\$185,573.88	\$ 181,533.96	\$103,644.00	\$150,645.60	\$142,609.32	\$135,713.52	\$184,140.00	\$160,377.48	\$ 130,902.84	\$167,929.20	\$191,650.68
48 Month	\$220,065.60	\$ 203,718.72	\$115,488.00	\$175,417.92	\$172,706.40	\$ 170,834.40	\$208,752.00	\$180,235.68	\$ 148,199.52	\$187,752.96	\$222,190.56
60 Month	\$255,585.60	\$ 227,570.40	\$121,800.00	\$196,722.00	\$183,635.40	\$185,690.40	\$243,360.00	\$200,626.20	\$ 165,910.80	\$207,575.40	\$246,409.20
72 Month	No Bid	\$ 252,252.00	\$123,120.00	No Bid	No Bid	\$211,686.48	\$292,032.00	No Bid	No Bid	\$231,011.28	\$282,702.96
TOTAL YEARLY COST											
36 Month	\$ 61,857.96	\$ 60,511.32	\$ 34,548.00	\$ 50,215.20	\$ 47,536.44	\$ 45,237.84	\$ 61,380.00	\$ 53,459.16	\$ 43,634.28	\$ 55,976.40	\$ 63,883.56
48 Month	\$ 55,016.40	\$ 50,929.68	\$ 28,872.00	\$ 43,854.48	\$ 43,176.60	\$ 42,708.60	\$ 52,188.00	\$ 45,058.92	\$ 37,049.88	\$ 46,938.24	\$ 55,547.64
60 Month	\$ 51,117.12	\$ 45,514.08	\$ 24,360.00	\$ 39,344.40	\$ 36,727.08	\$ 37,138.08	\$ 48,672.00	\$ 40,125.24	\$ 33,182.16	\$ 41,515.08	\$ 49,281.84
72 Month	No Bid	\$ 42,042.00	\$ 20,520.00	No Bid	No Bid	\$ 35,281.08	\$ 48,672.00	No Bid	No Bid	\$ 38,501.88	\$ 47,117.16
SUMMARY											
Dex Imaging did not return a complete response. Many pertinent questions were unanswered.						Award			R J Young's equipment did not meet specifications.		

	AAA Office Solutions	CopyPlus	Dex Imaging	Konica Minolta Business Solutions	Mid-South Digital	NovaCopy	Rayco	RJ Young (Ricoh)	RJ Young (Samsung)	Toshiba Business Solutions	Xerox
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ALTERNATE BID

36 Month	No Bid	\$ 5,014.73	No Bid	\$ 4,746.73	No Bid	No Bid	No Bid				
48 Month		\$ 4,216.22						\$ 3,988.39			
60 Month		\$ 3,764.89						\$ 3,543.09			
72 Month		\$ 3,475.51									
Excess Copy B & W		Included in Price						0.0063			
Excess Copy Color								0.0540			
TOTAL LEASE COST											
36 Month		\$ 180,530.28						\$170,882.28			
48 Month		\$ 202,378.56						\$191,442.72			
60 Month		\$ 225,893.40						\$212,585.40			
72 Month		\$ 250,236.72						No Bid			
Yearly Cost											
36 Months		\$ 60,176.76						\$ 56,960.76			
48 Months		\$ 50,594.64						\$ 47,860.68			
60 Months		\$ 45,178.68						\$ 42,517.08			
72 Months		\$ 41,706.12						No Bid			

RECOMMENDATION: The Office of Procurement recommends awarding NovaCopy for a 48 month lease period.

Ms. McLeod said they received lower bids from Dex Imaging and but the bid responses were incomplete and they did not provide answers to many of the critical questions. She said their bid is \$115,488.00 for four years.

Ms. McLeod said they also received a lower bid from R.J. Young-Samsung but the bid did not provide answers to several of the critical questions, their equipment did not meet specifications and the equipment they proposed did not work according to specifications during the demonstration. The amount of the bid for R.J. Young is \$148,199.52.

Ms. McLeod said, although the bids from Dex Imaging and R.J. Young-Samsung are lower, they are not the best bids because they are non-responsive in that they failed to answer critical elements of the bid specifications, and failed to follow specifications and instructions that were clearly listed in more than one place in the bid package.

Ms. McLeod presented the following pertinent specifications for bidders:

“The county reserves the right to reject responses for the following reasons, but shall not be limited to the following reasons:

- Failure to follow specifications and instructions contained in the bid package**
- A response that alters terms or limits terms contained in the bid package**
- Any response determined by the County to be unreasonable or insufficient”**

“The basis of evaluation will be lowest and best bid considering price and/or vendor ability to meet these bid specifications and requirements, prior vendor performance, capability of the vendor to provide the service, experience, and customer references. Other considerations are, but are not limited to, the following:

- **The full cost to the county over the life of the lease**
- **Time schedule for delivery and installation**
- **Response times for services**
- **Additional costs to the county**
- **Training offered**
- **Value added services/options**
- **Quality of service**
- **Level of Guarantees**
- **Completeness of information in the bid response that meets the county’s needs**
- **Contract administration plan**
- **Operational suitability**
- **Usability**
- **Compatibility with existing network**
- **Cost**
- **Maintenance plan**
- **Supply ordering**
- **Bid exceptions**
- **References**
- **Other considerations included in the bid response that may benefit the county**

Ms. McLeod presented the following deficiencies with the Dex Imaging Bid, making the proposal non-responsive:

1. The Vendor Checklist was not completed nor marked in any way.
2. No CD was provided.
3. Signature Page indicates the acknowledgement of three addendums. The bid only had two addendums. The addendums were not returned with the bid package as instructed.
4. Questions regarding to training on page 10 were not answered with any detail. Each answer seems to be a copy of the answer before it with one or two words changed.
5. Regarding company profile on page 12 the vendor was asked to provide addresses, phone numbers, contact names and web sites for the company’s various locations. Dex Imaging only provided a city and state for each.
6. Question 5 on page 12 was unanswered.
7. Question 12 on page 14 requests the vendor provide a recent annual report. Dex Imaging indicated it was attached but it was not found by the county.

8. Question 19 on page 14 and 15 asks for a summary of the company's plan to provide customer service satisfaction. Dex Imaging did not provide their plan. There is mention of their "structure" of service without explanation.
 9. Question 20 on page 15 asks for a chain of command for the company to be followed when a problem is experienced. This information was not provided.
 10. Question 26 on page 16 asks how the county will benefit from the vendor's company holding ISO certification. No response was provided.
 11. Question 28 on page 16 asks for the method that will be used to clear the hard drives at the end of the lease. Dex Imaging did not provide this information.
 12. TRANSFER OF ACCOUNT WITHIN COMPANY DURING THE BID CYCLE on page 16 was not answered.
 13. REFERENCES on page 16 requires the vendor to list names, addresses and phone numbers for at IFernandez three references in DeSoto County and at IFernandez two within 25 miles of the county that are similar in size to this account. Dex Imaging provided business names only. There was no additional information offered that would allow the county to follow up on the references.
 14. On page 17 under POSSIBLE NEED FOR ADDITIONAL COPIERS the vendor was required to provide details for acquiring additional machines. There were no details offered.
 15. On page 18 the vendor is required to explain brands, benefits, etc. if the response to the questions was "no". Dex Imaging gave a very generic answer but did not provide any explanation.
 16. Beginning on page 19 the vendor responds to several questions with a response of "SEE DEX GUARANTEE". No guarantee was returned with the bid response. This applies to questions regarding how the company would handle a "lemon" and loaner equipment.
 17. On page 19 under MONTHLY REPORTING OF COPY VOLUMES the vendor was required to explain how the monthly copy volume will be tracked, etc. The bidder did not provide this information.
 18. Question 12 on page 21 asks the bidder to explain how their equipment will provide confidential sending and receiving and what enhanced security features their devices offer. No explanation was offered.
 19. Page 22 no response was provided to the requested explanations regarding minimum required equipment and copiers' power consumption.
 20. PROGRAMMING on page 23 was not completed. The vendor was requested to provide a complete list of options that can manipulate the copiers so the county can maximize efficiency. No information was provided.
 21. No signature was provided regarding the one-time relocation portion of the bid on page 23.
 22. No sample contract was provided as required.
- **Failure to follow specifications and instructions contained in the bid package: This vendor did not follow instructions that clearly listed in more than one place in the bid package.**
 - **Any response determined by the County to be unreasonable or insufficient": This vendor left too many blanks on the response. Explanations were not given, details not provided, etc.**

In Response to the R.J. Young-Samsung bid, Ms. McLeod presented the following deficiencies with the Bid, making the proposal non-responsive:

1. Question 10 on page 13 requires the vendor to state the brand of machines included in the response. R J Young responds "Canon is a leader in professional business and consumer imaging equipment and information systems." This would lead you to believe they are bidding on a Canon machine. Later in the response (Official Proposal Form) they indicate Samsung is the copier brand. This is inconsistent with response.
2. Monthly copy volume reports on page 19: RJ Young addresses software that is available for meter collection information but there is no mention of the reports we are requiring. Also, RJ Young's past history with Desoto County on meter collection has not been adequate.
3. PROGRAMMING on page 23 requires the vendor to provide a complete list of options available to maximize efficiency. R J Young did not provide any details.
4. Question 17 on page 21 states "The I.T. department has a need that the copiers be compatible with AD and support DFS namespaces. Copiers that have this ability may be looked upon more favorably." R J Young indicates they are in compliance with this specification. The county has received an email and voice message from Richard Lane; Regional Manager for Samsung Printer Group that states Samsung is currently working on an update for the DFS namespaces feature/function in Korea with hopes of being able to provide the function. R J Young delivered to the county one of the proposed color copiers with the intent of showing the ability to fulfill at Fernandez the AD specification of the bid. The company brought in technicians who worked 1-1/2 days without being able to fulfill the requirement.

Ms. McLeod said with the new equipment an employee can scan a document to a folder or email from any copier in the building using the NovaCopy equipment. Any copier can identify the

employee from anywhere in the building. It requires no work or installation by the county IT Department.

Supervisor Mark Gardner said he received a call from R.J. Young-Samsung and they had worked the kinks out of their equipment. Ms. McLeod said they never proved the equipment was working correctly. She was told that Samsung was working on the equipment in their factory located in Korea.

Supervisor Jessie Medlin asked if the county has used NovaCopy in the past. Ms. McLeod said no.

Board Attorney Tony Nowak said there is sufficient proof that R.J. Young-Samsung and Dex Imaging did not meet the bid specifications although their bids are lower. That makes NovaCopy the lowest and best bid that is responsive to the bid specifications. He advised the Board could act upon the bids as presented or reject all bids and re-advertise. Mr. Nowak also noted the bidders are not entitled to supplement their bids with information that is material to the responsiveness of the proposals after the proposals have been opened.

Ms. McLeod said 37 copiers are scheduled to be installed in the county on June 16th and that is the date the contract goes into effect.

Supervisor Jessie Medlin said Dex Imaging is a lot cheaper and asked why copiers are so expensive. Ms. McLeod said the county would benefit from a 30% savings over current costs by selecting NovaCopy.

At the recommendation of the Procurement Clerk, and upon the Board determining Dex Imaging and R.J.-Young to be non-responsive due to the noted deficiencies in their responses and that NovaCopy is the lowest and best bid that is responsive to the bid specifications, Supervisor Lee Caldwell made the motion and Supervisor Jessie Medlin seconded the motion to approve NovaCopy as the lowest and best bid for copiers for DeSoto County, to approve a four year contract with NovaCopy for copiers and to hire the Smith, Phillips, Mitchell, Scott and Nowak Law Firm to respond to Dex Imaging 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 Harvey Lee, Fifth District	<u>YES</u>

County Administrator Vanessa Lynchard said that Ms. McLeod and Ms. McNeil did a great job with this bid. She said there were many bidders and it took many hours. Ms. Lynchard thanked Ms. McLeod and Ms. McNeil for their hard work on the copier bids.

See Exhibit I.2

3. Office of Finance and Accounting: Claims Docket

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

a. Supervisor Jessie Medlin asked who receives the Commercial Appeal Newspapers. Chief Financial Officer Tom Arnold said DCRUA, Administrative Services, Planning Commission and the District Attorney's office. The Tax Collector was receiving one but it was cancelled.

Supervisor Medlin asked how many trash cans are in the parks. Environmental Services Manager Ray Laughter said there are 18-20 cans. The cans are nice and have covers. Supervisor Lee Caldwell the cans are also in stands so they cannot be blown away.

Supervisor Medlin asked County Administrator Vanessa Lynchard to research travel for EMS for a year to see how much time their travel requires them to be away from their jobs. Supervisor Caldwell said during discussions she has had with EMS, they talked about travel and it is because some of them have a lot of different areas of responsibility that requires certifications.

Supervisor Medlin asked about the Siemens maintenance agreement on page 17 and if it was monthly or quarterly. Director of Facilities Management Tony Martin said one is a maintenance agreement that allows them to use controls and the other one goes through the original guarantee. These are quarterly payments.

Supervisor Mark Gardner said at the last meeting the Board voted to hold the payment to Siemens. He asked Mr. Martin if the payment needed to remain on hold. Mr. Martin recommended paying the bill which is \$56,000. He said it guarantees our savings and the reporting is done by a group in Texas. County Administrator Vanessa Lynchard said the county does have guaranteed savings and also new equipment.

Supervisor Gardner asked how many old units the county had before the Siemens project. Mr. Martin said the county had about 38 heat/air units that were being worked on frequently. It took a lot of hours and money just to maintain the old units. He said the chillers are definitely a good investment for now and the future.

Supervisor Gardner asked when the warranty went into effect. Mr. Martin said it was effective on October 1, 2012 during construction.

Board Attorney Tony Nowak said after the installation, Siemens extended the warranty for one year because they had problems with the startup of the chillers.

Mr. Nowak confirmed that when the original contracts were reviewed he advised there were many contingencies connected to the warranty, such as the required maintenance agreement.

Ms. Lynchard agreed that it is a lot of money being spent, but at the end of the day, the county is better off with equipment and not having to use county personal to maintain old inefficient equipment.

b. Supervisor Lee Caldwell asked about the following claims:

Page 4 – Dale Thompson, Circuit Clerk- Records Preservation

Chief Financial Officer Tom Arnold said the auditors had issues with the wording of the old contract. The Board recently approved a revision the included the payment to the Circuit Clerk.

Supervisor Caldwell asked if it could be combined with Chancery. Chancery Clerk Sluggo Davis said they use high school students to help with scanning.

Ms. Lynchard said it is similar but cannot be combined.

Page 9 – ESRI - IT Director John Mitchell said ESRI is the software that runs the GIS web site and keep up the maintenance and upgrades of the system.

Mr. Arnold said the Tax Assessor also has a license.

Ms. Lynchard said there are various licenses from different departments who use the software. She said each department pays for their software and some departments share the license and cost for the license.

Page 17 – Ewing McKessler - Mr. Martin said the contract with Ewing Kessler is for reporting which guarantees our savings.

Mr. Martin said some things can be revisited, but we do need the reporting contract to get the savings. He Ewing Kessler monitors three county buildings. If there are issues with not setting the controls for weekend settings or other issues occur, EK turns them off which is a savings for the county as well. He reminded the Board of the lighting retrofits and other energy savers that

Siemens implemented as well.

Ms. Lynchard said this contract guarantees the savings.

Supervisor Harvey Lee said the county will see a great savings. We got rid of 40 units that were very expensive to operate. Supervisor Lee said he would like to see how much the county spent on maintenance, repairs, replacements and county personnel for the last ten years. Supervisor Lee said the hospital where he is employed they have one chiller that is 25 years old and boilers that are old and they hardly ever have issues. He said the maintenance agreement on an old condenser unit runs from \$150,000 to \$200,000 so they do not carry them. Supervisor Lee said a chiller can be rebuilt a lot cheaper than replacing a condenser. He said as long as the chemicals are ran correctly through the chillers, they will last a very long time.

Mr. Martin said he has seen chillers in downtown Memphis that are 35 years old and they have very few issues, if any.

Supervisor Gardner said the charge is about \$75,000 total for maintenance. Ms. Lynchard the total estimate to maintain cooling and heating the buildings is \$100,000 annually and includes retrofits.

Supervisor Lee said we have to look at savings too and it will balance out down the line.

Ms. Lynchard said the county is extremely fortunate that Supervisor Lee is so knowledgeable in this area.

Page 25 - Malenda Meacham, Special Master - Chancery Clerk Sluggo Davis said this is a monthly fee for lunacy court.

Page 32 – Judges Fees – Mr. Arnold said this is a fee is for judges performing marriages.

Page 39 – Accurate Law – Procurement Clerk Karen McNeil said this could be any kind of leather goods like belts or holsters purchased from Safari Land.

Page 52 – Turning Point Recovery – Mr. Arnold said this is where juveniles are sent to be treated for rehabilitation.

Page 68 – Mississippi Development Authority – Mr. Arnold explained that this is a monthly note payment to the tourism building at the Convention Center and then reimbursed to the county.

c. Supervisor Mark Gardner – Choctaw Tower Company – Mr. Arnold said this is for replacement of light that was struck by lightning. A portion of the cost was paid on the last docket.

Supervisor Gardner asked if there was any other damage. Mr. Arnold said this is all of the damage that he is aware of.

Page 7 – Snappy Windshield and Advanced Collision – Mr. Arnold said while the Road Department was cutting grass, a rock hit the side window of a car and also did body damage. He said these types of incidents have decreased.

Page 12 – Williams, Pitts and Beard – Mr. Arnold said they do the audit for the county. They can request 70% of the fee during the audit. Mr. Arnold said once the state auditor approves the audit, we will pay the remaining 30%

Page 54 – Constable Bobby Holloway, Memphis Firearms – Mr. Arnold said that is for training at the Memphis Police Academy for Constable Bobby Holloway. This is for mileage and the fee to use the range.

Supervisor Lee Caldwell asked if the constables can use the Sheriff's training academy. Sheriff Bill Rasco said yes. It is the same training as the Memphis Academy.

Supervisor Gardner asked if it is at the constable's own discretion where he trains. Mr. Arnold

said the County Administrator approves the training.

County Administrator Vanessa Lynchard said she may have approved the training.

Supervisor Gardner asked how far the Memphis Academy is from Hernando. Mr. Arnold said it is in Millington so that is about 100 miles roundtrip daily.

Page 95 – Supervisor Gardner said this is the first time the CVB has exceeded \$600,000 in 2% tax revenues for one month.

Page 88 – EAI/WEI LLC – Supervisor Gardner asked if this is grant money for Starlanding. Mr. Arnold said it is not grant money, but is being paid out of the road department fund.

Supervisor Gardner said he was told the environmental study was being done with grant money. He asked why an engineering project is being paid out of the road department fund. Ms. Lynchard said she would get an explanation.

Page 94 – Hancock Bank \$1.132 million – Mr. Arnold said that is the debt service bond for the new jail and was issued in 2009.

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 Harvey Lee seconded the motion to authorize the Chancery Clerk to pay the bills as presented by the Chief Financial Officer but to remove the expenditure on page 88 to EAI/WEI LLC for the Starlanding Road project in the amount of \$55,901.33 until further clarification can be obtained 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 Harvey Lee, Fifth District	<u>YES</u>

Supervisor Gardner asked Road Manager Andy Swims about paying the engineering fees for the Starlanding Road Project from the Road Department.

Mr. Swims said they have paid the fees from their budget but it was his understanding this was grant money and they would be reimbursed. Mr. Swims said he would check with the State Aid Engineer.

Later in the meeting, State Aid Engineer Tracy Huffman appeared before the Board. Mr. Huffman confirmed that the engineering fees are reimbursed by grant money. He said the environmental study costs \$700,000 and this is an incremental reimbursement.

Supervisor Mark Gardner made the motion and Supervisor Lee Caldwell seconded the motion to approve the incremental payment to EAI/WEI LLC for the Starlanding Road project in the amount of \$55,901.33 for the environmental study which is reimbursed to the county by grant money.

The motion passed by a vote as follows:

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

4. BOS Travel: MAS Convention (June 17 – June 21) NACO (July 19 – 22)

Supervisor Jessie Medlin made the motion and Supervisor Bill Russell seconded the motion to approve the Board of Supervisors, Road Manager, necessary support staff and the Board Attorney

to travel to the MAS Convention being held June 17 – June 21, 2013 and to approve expenses for hotel, airfare and meals per diem as authorized 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 Harvey Lee, Fifth District	<u>YES</u>

Supervisor Mark Gardner said he met with the State Aid Engineer and discussed traveling to Washington in July, August or September to gather information.

The Board briefly discussed the item and agreed it could wait until a later date.

Supervisor Bill Russell made the motion and Supervisor Jessie Medlin seconded the motion to approve travel for Supervisor Jessie Medlin and Supervisor Bill Russell to meet with the Mississippi Development Authority on June 25, 2013.

The motion passed by a vote as follows:

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

J. Planning Commission Agenda

**DeSoto County Board of Supervisors
Planning Agenda
June 3, 2013
11:00 a.m.**

Other Items:

1. Report - Request for comments on potential impact to historic properties by proposed telecommunications facility (Approved Conditional Use #1454)

Minutes

J. Planning Commission Agenda

1. Report – Request for comments on potential impact to historic properties by proposed telecommunications facility (Approved Conditional Use # 1454)

Planning Commission Director Ted Garrod reported to the Board of Supervisors, the Planning Commission staff posted the Area of Potential Effect (APE) notice at the DeSoto County Courthouse.

Supervisor Medlin asked, if this posting was similar to a prior telecommunication facility posting?

County Attorney Nowak advised the Board, the posting results from new Federal Communications Commission (FCC) regulations.

Board President Gardner asked Mr. Garrod about Conditional Use notification requirements. Mr. Garrod advised, notifications of Conditional Use #1454 were by letter mailed to property owners within a quarter mile of the proposed site, and a newspaper advertisement was published 15 days prior to the public hearing by the Board of Adjustment.

Supervisor Lee asked to have information regarding public hearing applications also provided to the Board of Supervisors. Mr. Garrod advised the Board, Planning Commission staff will provide the information to Supervisors.

Supervisor Medlin mentioned comments regarding the public notice are received by Neel-Schaffer, Inc.

Supervisors discussed why flashing lights are installed on towers. President Gardner asked when Conditional Use #1454 will be heard by the Board. Mr. Garrod advised the Board, Conditional Use #1454 will be heard by the Board of Supervisors on June 17, 2013.

Supervisor Medlin made the motion to recognize the posting of notice. 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, HARVEY LEE	<u>YES</u>

K. EXECUTIVE SESSION

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

L. OTHER ITEMS

1. Registering Storm Shelters

Supervisor Lee Caldwell said that Shelby County has started registering storm shelters and she would like for someone to find out how DeSoto County could start that as well.

County Administrator Vanessa Lynchard said she would work with Emergency Services regarding that matter.

2. Tourism Tax

Supervisor Mark Gardner noted that this is the most the tourism tax has ever been. It means people are eating out and using our hotels and that is noteworthy.

Supervisor Lee Caldwell made the motion to recess the Board meeting until June 17, 2013 at 9:00 a.m. The motion was seconded by Supervisor Harvey Lee.

The motion passed by a vote as follows:

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

THIS the 3rd day of June, 2013, these minutes have been read and approved by the DeSoto County Board of Supervisors.

Mark Gardner, President
DeSoto County Board of Supervisors