

**DESOTO COUNTY BOARD OF SUPERVISORS**

**BOARD MEETING MINUTES**

**DISTRICT ONE JESSIE MEDLIN, PRESIDING**

**June 4, 2012**

**A. CALL TO ORDER**

The June 4, 2012 meeting of the DeSoto County Board of Supervisors was called to order by Supervisor Jessie Medlin, Board President.

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

Supervisor Jessie Medlin	District 1
Supervisor Mark Gardner	District 2
Supervisor Bill Russell	District 3
Supervisor Lee Caldwell	District 4
Supervisor Harvey Lee	District 5
Sheriff Bill Rasco	Sheriff
W. E. Sluggo Davis	Chancery Clerk
Michael Garriga	County Administrator
Jody Neyman	Board Attorney

**B. INVOCATION**

County Administrator Michael Garriga presented the invocation.

**C. PLEDGE OF ALLEGIANCE**

**D. CITIZEN REMARKS**

Supervisor Jessie Medlin asked if anyone was present who wished to address the Board of Supervisors regarding an item not listed 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 2012.

Supervisor Bill Russell made the motion and Supervisor Harvey Lee seconded the motion to accept the minutes of the Board of Supervisors for May 2012, as presented this date with changes previously submitted pursuant to Section 19-3-27 of the Mississippi Code of 1972, annotated.

The motion passed by a vote as follows:

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

**See Exhibit E**

**F. APPROVAL OF AGENDA AND DELETIONS**

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

**1. Inventory Dispositions – Preliminary**

Inventory Clerk Charmaine McCool requested to add preliminary dispositions for Facilities Management and the Sheriff’s Department.

Supervisor Jessie Medlin made the motion and Supervisor Mark Gardner seconded the motion to approve the preliminary dispositions as presented as follows:

Facilities Management

ASSET #	DESCRIPTION	SERIAL #	REASON FOR DISPOSAL
39505	42" Vizio TV	BJLSPALBH4237986	Broken
30008	Com Air Purifier	84365	Broken
38157	Speco DVR	DU6B0980	Broken

Sheriff’s Dept.

ASSET #	DESCRIPTION	SERIAL #	REASON FOR DISPOSAL
41753	Kodak Digital Camera	KCGPW13000236	Contamination

Sheriff’s Dept.

ASSET #	DESCRIPTION	SERIAL #	REASON FOR DISPOSAL
41769	H&R .22 CALIBER REVOLVER	533264	RETURN TO OWNER

The motion passed by a vote as follows:

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

**See Exhibit F.1**

**2. Board Attorney**

At the recommendation of the Board Attorney, Supervisor Jessie Medlin made the motion and Supervisor Mark Gardner seconded the motion to approve an agreement between the County and the cities of Hernando, Olive Branch and Horn Lake to share use of Animal Shelters in the event of a disaster or overcrowded situations.

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

### 3. Election Commission

Chancery Clerk Sluggo Davis presented three petitions for Election Commissioners to establish as part of the formal record and enter into the minutes as follows:

District One            Tina Hill  
District Four            Sissy Ferguson and Carl Payne

The motion passed by a vote as follows:

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

See Exhibit F.3

### 4. Special Elections in DeSoto County

Supervisor Mark Gardner discussed the special election that will need to be held to fill the State Senate seat of Senator Merle Flowers who is resigning effective July 1, 2012. Supervisor Gardner stated that there will also be another vacant seat in the County due to the announced retirement of Representative Tommy Woods and, considering the special election could create even more vacant seats if sitting public officials ran for and won Senator Flower's and Representative Woods' seats, the County may be required to have additional special elections. Supervisor Gardner suggested that in light of additional costs the County will incur as a result of holding the special election. The County should contact Governor Bryant's office to see if the election for these vacancies could be held at the same time with the upcoming Presidential election in November.

Mr. Davis said a special election would cost the county approximately \$60,000.

Board Attorney Jody Neyman stated that if the Board wished for his office to contact the Governor's Office and make the request, it would need to authorize his office to do so, or it would need to authorize the County Administrator to make the written request.

Supervisor Bill Russell said he has received calls from both parties expressing concerns.

Supervisor Lee Caldwell said she would like more information about this issue before inquiring about combining the special election with the November election.

Supervisor Mark Gardner made a motion to authorize County Administrator Michael Garriga to formally request that Governor Bill Bryant set the upcoming special election for the soon to be vacant Senate and House Seats to coincide with the Presidential Election in November, 2012, and to retain the Smith, Phillips, Mitchell, Scott and Nowak Law Firm to assist Mr. Garriga in preparing the request. Supervisor Harvey Lee made a second to the motion.

The motion passed by a vote as follows:

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

After the Board discussed the issue again, Supervisor Caldwell said she would prefer to have more information before contacting the Governor's office.

Supervisor Bill Russell said he has had people from both parties who want to special election as soon as possible.

### 5. Office of Procurement: Consideration of a purchase by the Sheriff's Department greater than \$25,000.00

Director of Procurement Vanessa Lynchard said the Sheriff's Department is requesting to purchase eight vehicles from the Missouri State Highway Patrol and the amount is greater than \$25,000.00. She said this is the same process they have used before, working through the MOU previously approved by the Board of Supervisors with the Missouri Highway Patrol.

Board Attorney Jody Neyman reminded the Board that the MOU for authorizing this proposed intergovernmental purchase is already in place and legally valid.

Supervisor Mark Gardner made the motion and Supervisor Harvey Lee seconded the motion to approve a purchase for eight vehicles from the Missouri State Highway Patrol in the amount of \$107,000.00.

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 F.5**

## **G. CONSENT AGENDA**

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

Supervisor Mark Gardner said the Circuit Clerk's office is adopting the county drug testing policy and asked if the other elected officials need to do the same.

County Administrator Michael Garriga said the elected officials can have their own policy. Mr. Garriga said, all but one of the elected offices, has adopted the county drug testing policy.

Human Resources Director Janna Rogers said the Mississippi Code requires a 30 day waiting period to give time for notification of existing employees that the policy is in effect.

Supervisor Mark Gardner made the motion and Supervisor Lee Caldwell seconded the motion to approve the 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 an

<b>Funding Request</b>	<b>Date Paid</b>	<b>Amount</b>	<b>Claim Type</b>
<b>Date</b>			
5/1/12	5/1/12	\$82,089.25	Administration Fees
4/30/12	5/1/12	\$30,946.24	Medical
4/30/12	5/1/12	\$13,811.57	Dental
4/30/12	5/1/12	\$6,464.20	Pharmacy
5/7/12	5/9/12	\$39,844.25	Medical
5/7/12	5/9/12	\$5,599.27	Dental
5/7/12	5/9/12	\$16,612.21	Pharmacy
5/14/12	5/15/12	\$47,119.02	Medical
5/14/12	5/15/12	\$4,425.55	Dental
5/14/12	5/15/12	\$17,756.63	Pharmacy
5/21/12	5/21/12	\$20,481.72	Medical
5/21/12	5/21/12	\$4,414.60	Dental
5/21/12	5/21/12	\$12,361.08	Pharmacy
5/29/12	5/29/12	\$130,142.68	Medical
5/29/12	5/29/12	\$5,499.85	Dental
5/29/12	5/29/12	\$10,950.02	Pharmacy
	<b>TOTAL</b>	<b>\$448,518.14</b>	

## 2. Justice Court Report

Criminal Cases Filed	101
Civil Cases Filed	485
Traffic Tickets Filed	679
Total Cases Filed	1,265

State Assessments	\$57,473.00
County General Fund	\$90,240.03
Total Collections	\$147,713.03

## 3. Bailiff Pay

Liz Medlin \$190.00    Brandon Hylander \$230.00    Bobby Holloway \$380.00

## 4. Publication of Board Proceedings

## 5. Office of Finance & Accounting

**a. Budget Amendments:** Detailed in Exhibit G.5

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

To:	2012 G.O. Bonds I&S Fund	\$3,500.00	(229-000-387)
From:	2004 22 million Bonds I&S Fund	\$3,500.00	(229-900-951)

### **c. Request for Transfer of Sheriff Seized Funds**

### **d. Inventory Dispositions: Final**

#### **(1.) Department of Emergency Services**

ASSET #	DESCRIPTION	SERIAL #	REASON FOR DISPOSAL
4008	PROJECTOR	8221053	BROKEN
4010	SLIDE PROJECTOR	2799720	BROKEN
12055	MERCURY 50 HP MOTOR	6587110	BROKEN
16133	LOWRENCE SONAR	GC9401595	BROKEN

19009	BOAT MOTOR	N/A	BROKEN
30441	EVINRUDE BOAT MOTOR	G04523719	BROKEN
30800	MITSUBISHI RADIO	M20005872	BROKEN
31033	HP PRINTER	USGZ259631	BROKEN
31198	KENWOOD MOBILE RADIO	20100544	BROKEN
31382	GATEWAY LAPTOP	BQB02123449	BROKEN
31412	LIFEPAK 500	13659581	BROKEN
31925	TLR - 5X10 HOMEMADE	NONE	UNSAFE TRAILER
32175	STRETCHER RED	L692152	BROKEN
32882	LIFEPAK 500	30784445	BROKEN
33952	MOTOROLA H/H RADIO	921TEL0850	BROKEN

ASSET #	DESCRIPTION	SERIAL #	REASON FOR DISPOSAL
34253	KENWOOD H/H VHF	71001310	DOWN WELL SHAFT
34422	GARMIN GPS	73080851	BROKEN
34426	GARMIN GPS	73080849	BROKEN
35384	CHEMICAL AGENT DETECTOR	N/A	OUTDATED

## (2.) Office of Facilities Management

ASSET #	DESCRIPTION	SERIAL #	REASON FOR DISPOSAL
10030	CONVENTIONAL OVEN (07/1990)	305937	BROKEN/NON WORKING
10031	GARLAND GAS RANGE/GRIDDLE (07/1990)	305945	BROKEN/NON WORKING
10069	AMERICAN GAS DRYER (08/1990)	306545BQ	BROKEN/NON WORKING
10070	AMERICAN GAS DRYER (08/1990)	306546BQ	BROKEN/NON WORKING
10085	GARLAND GAS RANGE/GRIDDLE (08/1994)	405020	BROKEN/NON WORKING
10088	GARLAND GAS OVEN (08/1994)	403241	BROKEN/NON WORKING
10062	ROTOROTOR RIGID KOLLMAN	VV22412	BROKEN/NON WORKING
12277	STIHL WEEDEATER	29163776	BROKEN/NON WORKING
16185	COUGAR BURNISHER FLR MACH	4242360	BROKEN/NON WORKING
30513	TABLE BENCH GRINDER	9915	BROKEN/NON WORKING
30514	GATEWAY E SERIES PC	NA	BROKEN/NON WORKING
31343	DELL OPTIPLEX	8SSD711	BROKEN/NON WORKING
32257	RCA TV /SHOP	XX1550948B	BROKEN/NON WORKING
38392	PHILLIPS CAMERA /MED #2	UN003743	BROKEN/NON WORKING
39689	MINI DOME CAMERA /TRUSTEE TR	C0809017	BROKEN/NON WORKING
40381	LEXMARK ALL IN ONE PRINTER	000J0195082	BROKEN/NON WORKING
40382	PELCO DOME CAMERA /MED DAY R	758294000137	BROKEN/NON WORKING

ASSET #	DESCRIPTION	SERIAL #	REASON FOR DISPOSAL
33299	CCD CAMERA	M3080025	BROKEN/NON WORKING
33609	HITACHI CAMERA	20205059	BROKEN/NON WORKING
34132	FM SHOP - DISPOSE	031N010013	BROKEN/NON WORKING
38057	PELCO COLOR CAMERA	1J4767Q	BROKEN/NON WORKING
38366	PELCO CAMERA	5G0803T	BROKEN/NON WORKING
38369	PELCO CAMERA /JUV SALLYPORT	N/A	BROKEN/NON WORKING
38371	PELCO CAMERA /JUV SALLYPORT	R2093143	BROKEN/NON WORKING
39183	VIEWSONIC 24" MONITOR	QY8075220015	BROKEN/NON WORKING
39694	GANZ CAMERA	5N922732	BROKEN/NON WORKING

### (3.) Geographic Information Services

ASSET #	DESCRIPTION	SERIAL #	REASON FOR DISPOSAL
31454	Computer (made from parts)	NONE	not working/used for parts
35182	APC Smart UPS 3000	YS0420110945	not working

### (4.) Depart of Information Technology

ASSET #	DESCRIPTION	SERIAL #	REASON FOR DISPOSAL
30468	HP Deskjet Printer	SG95EB807D	Broken/Disposal
30652	HP Deskjet Printer	MY98Q1B013	Broken/Disposal
30653	Gateway PC	16298193	Broken/Disposal
31394	KDS Monitor	1540SBC22601953	Broken/Disposal
31795	Viewsonic Monitor	90S021501002	Broken/Disposal
31824	Compaq PC	V243LB4ZA580	Broken/Disposal
32570	Viewsonic Monitor	910024803644	Broken/Disposal
32571	Viewsonic Monitor	910024804404	Broken/Disposal
32615	Viewsonic Monitor	917032101183	Broken/Disposal
33323	Viewsonic Monitor	AOW020610852	Broken/Disposal
33395	Dell PC	JJMCN31	Broken/Disposal
33406	Dell Printer	DQTQ621	Broken/Disposal
33410	CTX Monitor	5333500294	Broken/Disposal
34188	Acer Monitor	ETL2102208531012BAED57	Broken/Disposal
34189	Acer Monitor	ETL210232085531012B6ED57	Broken/Disposal
35479	HP OfficeJet	SCN57IEG1NY	Broken/Disposal
35515	Viewsonic Monitor	A2X041400788	Broken/Disposal
35679	Acer Monitor	ETL310401444600315EC12	Broken/Disposal
35728	HP Deskjet Printer	MY49N3Q2N8	Broken/Disposal
35936	Acer PC	PSP37060037210CA1E2703	Broken/Disposal
36503	Dell PC	CK4P971	Broken/Disposal
36513	HP PC	SMXD51300T7	Broken/Disposal
36523	Lexmark Forms Printer	S9N96451	Broken/Disposal
37016	Brother Printer	A6J600856	Broken/Disposal
37052	Lexmark Forms Printer	9N88946	Broken/Disposal
37084	Acer PC	PSP300600163304B632703	Broken/Disposal
37085	Acer PC	PSP300600163304B312703	Broken/Disposal
37086	Acer PC	PSP300600163304C822703	Broken/Disposal
37088	Acer PC	PSP300600163304B3B2703	Broken/Disposal
37100	HP OfficeJet	MY683610R4	Broken/Disposal

37101	HP OfficeJet	MY5BC21061	Broken/Disposal
37132	HP OfficeJet	MY6C5717TK	Broken/Disposal
37142	Acer PC	PSP3706003706003BD2703	Broken/Disposal
38145	Fujitsu Scanner	82763	Broken/Disposal
ASSET #	DESCRIPTION	SERIAL #	REASON FOR DISPOSAL
39129	Acer Monitor	ETL750B018729000ABF3922	Broken/Disposal
39269	HNC Monitor	744HT1AY04155	Broken/Disposal
39614	Lexmark Forms Printer	9K04273	Broken/Disposal
39654	HP Printer	MY88SC208P	Broken/Disposal
39673	HP Notebook	CNU91725QW	Broken/Disposal
40122	Dell PC	8GG3MC1	Broken/Disposal
40365	NEC Monitor	9XT40348NA	Broken/Disposal
40700	NEC Monitor	92315086NA	Broken/Disposal
730065	IBM Display Station	8843921	Broken/Disposal

**(5.) Department of Road Management**

ASSET #	DESCRIPTION	SERIAL #	REASON FOR DISPOSAL
33705	FRTLNR BOOM TRK #145	1FVABVAKX4HN04282	SURPLUS
35854	INTRNL BOOM TRK #149	1HTNNAAR97H395447	SURPLUS

**(6.) Sheriff's Department**

ASSET #	DESCRIPTION	SERIAL #	REASON FOR DISPOSAL
38734	Id Card Printer	A8371025	Trade In

**(7.) Correction: Department of Road Management**

Asset No. 33787 for John Deer 6420, Unit #668 was incorrect. The Asset No. should be 35787

**(8.) Approval for purchase of equipment for Sheriff's Department and be reimbursed by the federal government - \$4,750.00 for various items of equipment PO # 119259**

**6. Establish as Part of the Formal Record and Enter into the Minutes**

- a. Department of Justice approval to move Miller Voting Precinct**
- b. Urban Areas Strategic Initiative – Master Interlocal Data Sharing Agreement**
- c. Certificate by the Board of Law Enforcement Officer Standards and Training for Constable Bobby G. Holloway, Jr.**
- d. Changes to Official DeSoto County Road Map & Register**
- e. Resolutions to Adopt the DeSoto County Hazard Mitigation Plan**
  - (1.) City of Southaven**
  - (2.) City of Olive Branch**
  - (3.) City of Horn Lake**

**7. Department of Road Management**

- a. Road Report   b. Work Schedule   c. Road Bond Report**

**8. Chancery Clerk Allowance (1) \$1,500.00**

**9. Circuit Clerk’s Notice to Adopt the County’s Drug Testing Policy**

**10. Office of Procurement: Accept and Approve Official Proposal Form and Bid**

**Specifications-**Natural Resources Conservation Service Emergency Watershed Protection for Stream and Bridge Stabilization Improvement located at Horn Lake Rd. and Horn Lake Creek (DSR#2800010331004) located in DeSoto County, MS. Improvements include installing rock riprap, channel realignment, excavation/fill, slope work, etc.

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. Consideration of Memorandum of Understanding with Milwaukee Tool**

County Administrator Michael Garriga discussed the proposed Memorandum of Understanding that would be entered into between the County, the City of Olive Branch, IDI, Milwaukee Tool Corporation and the Mississippi Development Authority toward public infrastructure improvements. Mr. Garriga said under the proposed MOU the County’s portion would be \$40,000.00, or “in kind” contributions and expenditures of the same value toward public infrastructure improvements in the vicinity of the project locations. Mr. Garriga said Milwaukee Tool would add 25 jobs over the next two years.

Supervisor Jessie Medlin said Milwaukee Tool is a great employer for the people of this County, it is now located in a completely different site than where they were previously and he is happy that they are remaining in DeSoto County.

Supervisor Jessie Medlin made the motion and Supervisor Mark Gardner seconded the motion to approve the Memorandum of Understanding with the City of Olive Branch, IDI, Milwaukee Tool Corporation and MDA for “in kind” contributions in an amount not to exceed \$40,000.00.

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 H.1**

**2. County Public Information Officer**

Supervisor Mark Gardner said the committee consisting of him, County Administrator Michael Garriga, Human Resources Director Janna Rogers, and Supervisor Lee Caldwell to explore the previous recommendation of the Board hiring a Public Information Officer. Supervisor Gardner presented the Officer’s job description. Supervisor Gardner said that he sees a greater need to fill the position every day and there are many different departments that need to communicate with the public every day, and they do a very good job, but there needs to be just one spokesperson for the public to focus on so that there will not be any miscommunication or misunderstanding.

Supervisor Jessie Medlin said, at one time, Mr. Garriga was looking for an internal person to take that responsibility along with their current job. He said if the job is posted, someone internally

may apply for it. Supervisor Medlin said he hates to keep adding employees due to budget constraints and public perception.

Supervisor Bill Russell agreed with Supervisor Medlin. He said the County has always operated as a strong ultra-conservative emphasis. Supervisor Russell said the new jail would need to be staffed in order to operate adequately and that would be a huge expense. Supervisor Russell said he did not like the perception or connotation that having a Public Information Officer would create. He said he did not want someone else speaking for him. Supervisor Russell said he would not vote for hiring the position.

Supervisor Lee Caldwell said she respected Supervisor Russell's opinion, and she commended Supervisor Russell and Supervisor Medlin for how the past Board managed the County. Supervisor Caldwell said it was great for three new Board members to come in with such a solid fiscal budget, but she thinks hiring a Public Information Officer would help improve the County communications.

Supervisor Russell reiterated that he did not want anyone else speaking for him. He said a lot of the other counties do not have someone who speaks for them.

Supervisor Caldwell gave the example of a meeting she held with her constituents. She said it would have been very helpful to have a Public Information Officer to communicate the meeting information.

Supervisor Gardner agreed with Supervisor Caldwell and said the position is sorely needed. He said the position would cost less than the recent replacement of the Administration flooring.

Supervisor Medlin said he is not saying there is no need for the position, but he is concerned about the future housing market and the impact it would have on the County long term. He said if the market does not pick up, they would be faced with a lower reassessment. Supervisor Medlin said he was concerned about what the Board would be faced with the same amount of money. He said, over the years he has seen a department created and then they come back and need an assistant or a secretary and then the County is paying salary and fringe benefits for more people than originally thought and instead of paying someone \$35,000 a year it turns into \$250,000 a year.

Supervisor Mark Gardner made the motion and Supervisor Lee Caldwell seconded the motion to advertise for a DeSoto County Public Information Officer with experience and a salary range of \$35,000 to \$50,000.

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

**See Exhibit H.2**

## **I. NEW BUSINESS**

### **1. Emergency Management Services**

#### **a. Mississippi Emergency Management Performance Grant Program Application**

Deputy Director Mike Hancock presented a grant application for the Mississippi Emergency Management Performance Grant. He said this grant pays for the EMA program up to 50% for operations.

Supervisor Bill Russell made the motion and Supervisor Lee Caldwell seconded the motion to approve applying for the Mississippi Emergency Management Performance Grant for EMA and approve the Board President to sign the documents.

The motion passed by a vote as follows:

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

See Exhibit H.1.a

**b. Adoption of 2012 Comprehensive Emergency Management Plan**

Deputy Director Mike Hancock said it is time to adopt the Comprehensive Emergency Management Plan for the year 2012. Mr. Hancock said it is required that they review the plan every two years and rewrite the plan every five years. He said this plan enables Emergency Services to comprehensively manage in time of a disaster. He said it works like a toolbox. In time of an emergency, the CEMP provides the Emergency Manager with the basic tools for response coordination.

Supervisor Bill Russell said he would like for EMS to set aside a day to go through the emergency plan with the Board. Supervisor Russell said he would like to get hands on training and know more about the Board responsibilities.

Supervisor Lee Caldwell agreed and said she participated on the committee for the Fire Commission recently, and she was amazed at how many different layers and training that are involved and that she had so much more to learn about EMS.

Mr. Hancock said EMS would be happy to do a presentation and training for the Board and they could pick a date. They would need a one week notice.

Supervisor Lee Caldwell made the motion and Supervisor Bill Russell seconded the motion to adopt the 2012 Comprehensive Emergency Management Plan presented by Emergency Services and to make it part of the minutes.

The motion passed by a vote as follows:

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

See Exhibit H.1.b

**2. Office of Finance and Accounting**

**a. Inventory Control Dispositions – Preliminary**

Inventory Control Clerk Charmaine McCool presented preliminary dispositions as follows:

**(1.) County Administration**

ASSET #	DESCRIPTION	SERIAL #	REASON FOR DISPOSAL
3213	LANIER - TRANSCRIBER	2573804	BROKEN

**(2.) Department of Emergency Services**

ASSET #	DESCRIPTION	SERIAL #	REASON FOR DISPOSAL
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14062	TAYLOR MADE AMBULANCE	1HTSLAAM1TH215077	SURPLUS
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ASSET #	DESCRIPTION	SERIAL #	REASON FOR DISPOSAL
31057	800 HANDHELD RADIO	30201256	LOST/AFFIDAVIT
31385	RESCUE NET/RESCUE TRK	N/A	LOST/AFFIDAVIT
33082	MOTOROLA H/H RADIO	402AUE2428X	LOST/AFFIDAVIT
39011	KENWOOD H/H RADIO	9040025	WATER DAMAGED
39013	KENWOOD H/H RADIO	90400719	WATER DAMAGED

Ms. McCool said that the ambulance would be declared surplus and disposed of by an agreement selling the ambulance to Olive Branch for \$1.00. Ms. McCool said that the Board Attorney would need to prepare the agreement to transfer the ambulance.

Supervisor Bill Russell made the motion and Supervisor Mark Gardner seconded the motion to approve the dispositions as presented and retain the Smith, Phillips, Mitchell, Scott and Nowak Law Firm to prepare the agreement to transfer the surplus ambulance from the County to 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 Harvey Lee, Fifth District	<u>YES</u>

**See Exhibit I.2**

**b. Claims Docket**

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

Supervisor Mark Gardner asked about the claim on page 8 for the insurance loss control fee in the amount of \$10,000. Mr. Arnold said that fee is for safety training and other types of training provided to the County. County Administrator added that they also provide sexual harassment training every year.

Supervisor Gardner asked about the windstorm pool on the same page. Mr. Arnold said that is an insurance pool that all insurance companies are required to participate in for Hurricane Katrina and other disasters.

Supervisor Gardner asked about the claim for World at Work. Mr. Arnold said that is a magazine subscription for the Human Resources Department.

Supervisor Gardner questioned the utility bills on page 17. He said he would like to see a year by year comparison especially now that the new chiller system is running. Mr. Garriga said they are still working on the assessment. He said in the past, the way the system compared the monthly fees makes it convoluted and not easily determined. With the chiller on line now, they should be able to devise a better system to measure and compare usage.

Supervisor Gardner asked about Nesbit Water on page 18. He asked if they had received bids on installing a well. Procurement Director Vanessa Lynchard said Assistant Facilities Management Director Tony Martin said there were issues with the soil and they would ask him to report on that issue at this next meeting.

Supervisor Gardner asked about concrete work done at SI. Mr. Arnold said that is work done at the Special Investigations Divisions. He said they would make sure the full letters are printed on the claims docket in the future so it is identifiable.

Supervisor Gardner asked about the claim on page 24 for Progressive Technology for wireless access. Information Technology Specialist Mary Jane Thaxton said the fee is for installation of 10 different wireless connections.

Supervisor Gardner asked about the Gall's claim on page 24 for Information Technology. Mr. Garriga said the claim is for backpacks to carry IT tools and equipment to work sites.

Supervisor Gardner said there is a claim on page 46 for a battery from Union Auto Parts in the amount of \$919.68. Ms. Thaxton checked on the purchase order and said it is for 12 batteries at a cost of \$76.64 per battery.

Supervisor Gardner asked about the Garmin Navigator on page 81. The cost was \$5,400. Mr. Hancock said that is for more than one Garmin and they are hand-held instead of installed in vehicles. He said they use them a lot for Search and Rescue.

Supervisor Gardner asked about the claim on page 85 for the installation of a fence. Mr. Arnold said the County was doing work at the park and had to replace the fence behind the backstop.

Supervisor Gardner asked about the claim for \$22,000 on page 87 to BFI and how the process worked in the County. Mr. Garriga said it is BFI that picks up garbage and takes it to the rubbish pit for disposal. Supervisor Gardner asked if it was a monthly fee. Mr. Arnold said he would check into it.

Later in the meeting, Environmental Services Manager, Ray Laughter joined the meeting and clarified that this fee is for garbage that Waste Connections picks up for the County and disposes of for us and the disposal cost is billed to the County each month.

Supervisor Gardner asked about page 103 for Debt Service in the amount of \$569,738.75. He asked for clarification. Mr. Arnold said that is refunding bond for 2007.

Supervisor Gardner then asked about the G.O. Refunding on page 106. Mr. Arnold said that is part of the new bond.

Supervisor Gardner asked about the claim on page 107 to McBride and Associates for the I-69 Study. Mr. Arnold said that is a consultant group and the funds are from MPO funds. Supervisor Gardner asked how much longer the contract would be in effect. Mr. Arnold said there is about ¼ left on the contract and then the billing is done on a quarterly basis.

Supervisor Gardner asked about page 109 and confirmed that the claim for American Tile for \$55,000 was for the replacement flooring in the Administration building. Mr. Arnold said that is correct. Supervisor Gardner asked if the project was complete and Mr. Garriga responded yes.

In accordance with Section 19-13-31 and Section 19-11-23 of the Mississippi Code Annotated, Supervisor Mark Gardner made the motion and Supervisor Lee Caldwell seconded the motion to authorize the Chancery Clerk to pay the bills as presented by the Chief Financial Officer. 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>

**3. Office of Procurement: Bids Under Advisement – Department of Road Management: 2012 Hot Asphalt Overlay Project**



**(3.) Digital Now – Premium Care Maintenance Contract**

Supervisor Mark Gardner made the motion and Supervisor Harvey Lee seconded the motion to approve the renewal of contracts with Digital Now for regular care maintenance and premium care maintenance as described in Exhibit I.4.a.(2.) for printers and platters in the Department of Road Management.

The motion passed by a vote as follows:

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

See Exhibit I.4.a.(2.)(3.)

**b. Justice Court – Cummins-Allison Maintenance Agreement for Money Counter**

Supervisor Bill Russell made the motion and Supervisor Harvey Lee seconded the motion to approve the maintenance agreement with Cummins-Allison for the money counter in Justice Court as fully described in Exhibit I.4.b.

The motion passed by a vote as follows:

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

See Exhibit I.4.b

**5. Department of Road Management: Finding of Fact: 6708 Sandbourne West**

Interim Road Manager Andy Swims presented information regarding damages to private property associated with damage and erosion, affecting the health, safety, and welfare located at 6708 Sandbourne West in Braybourne Subdivision. Mr. Swims said the drainage pipe runs along the fence which would have to be removed in order to make repairs.

Supervisor Jessie Medlin asked if this one is located in the same phase as the other homes that have had these drainage problems. Mr. Swims said there are several different phases in Braybourne and this one is in the older part of the subdivision.

Supervisor Mark Gardner asked if this is a stormwater drain underneath the fence.

Mr. Swims said yes. He said the County policy no longer allows fences on stormwater drains. He said they also now put concrete around the joints.

Supervisor Gardner asked Mr. Swims if tracer wire is used on pipes. Mr. Swims said no but it sure would be help in these types of situations. He said it would really be helpful with the situation in Bridgetown.

County Administrator Michael Garriga asked Planning Director Ted Garrod to work with Mr. Swims to have a policy to use tracer wire when laying pipe.

At the recommendation of the Interim Road Manager, Supervisor Jessie Medlin made the motion and Supervisor Harvey Lee seconded the motion to declare the damages caused by drainage and erosion on the property located at 6708 Sandbourne West in the Braybourne Subdivision in Olive

Branch, a health, safety and welfare issue to the citizens of DeSoto County as outlined in Mississippi Code Section 19-5-92.1, and to repair the damages at an estimated cost of \$3,077.24.

The motion passed by a vote as follows:

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

**See Exhibit I.5**

## **6. County-wide Broadband Committee Update**

Supervisor Lee Caldwell said the participants on the Broadband Committee include Supervisor Mark Gardner, County Administrator Michael Garriga, and Department Heads from the Planning Department, IT Department, GIS, Grants Administration and herself.

Supervisor Caldwell said there was a Broadband Summit which included Broadband vendors. She said they expressed concerns about different parts of the County not being able to have adequate or any internet access. She said they discussed challenges of providing internet throughout the County and that everyone would work together to establish priority lists in an overall effort to provide internet access throughout the County. Supervisor Caldwell said there would be another meeting in July. She said the vendors would continue to work on a contact list with John Mitchell. The Regional Broadband Coordinator Kourtney Hollingsworth is helping to go door to door to identify areas with broadband issues.

Supervisor Caldwell said some of the vendors wanted non-disclosure when evaluating methods and standards and Mr. Garrod will work on that with how it affects new subdivisions. She said if potential builders will lay conduit in ground at the beginning of construction, it would not be as expensive as having to go back and install conduit later.

Supervisor Caldwell said she gets calls almost daily and has had several conversations with other counties about Broadband. Their constituents are facing the same challenges that DeSoto County constituents face.

Supervisor Jessie Medlin asked if Ms. Hollingsworth has identified most of the problem areas. Supervisor Caldwell said Ms. Hollingsworth has identified a lot of areas and is now doing a break-down to show the number of customers and then they would move forward.

Supervisor Medlin confirmed that is a case of supply and demand and Supervisor Caldwell agreed. Supervisor Medlin asked the cost of the project. Supervisor Lee said Mr. Mitchell is working on that now and will bring it to the Board at a later date.

Supervisor Mark Gardner said he looked at putting hollow conduit in certain subdivisions and has talked to MDOT about it. Supervisor Gardner said they are looking at all solutions including wireless.

Supervisor Russell said there may be grant money available for this project.

## **7. Proposal for Sheriff's Department Firing Range**

Sheriff Bill Rasco said there is a training facility located in Marshall County that could be leased by the DeSoto County Sheriff's Department for Deputy training and a firing range. He said the facility is ready to be moved into and there will be no additional cost to the taxpayers because the lease will be paid from the Sheriff's drug seizure/forfeiture fund. Sheriff Rasco said the proposed lease will be a three year lease at a cost of \$2,000 per month. He said the deputies would have access to the facility anytime and the County would no longer incur overtime pay for practice as it does now. Sheriff Rasco said they currently practice in Southaven during their off time.

Sheriff Rasco said other agencies could send their people to the DeSoto County facility for practice. His deputies are known for their performance and competition and that will help draw others to it as well. Sheriff Rasco said they do practice at other gun ranges, but this is a full training facility with moving targets, houses, rifle ranges and classrooms, just to name a few amenities.

Supervisor Jessie Medlin asked if there would be a charge when other counties come in to use the training facility or is it a sole lease to DeSoto County. Sheriff Rasco said other counties could use it but DeSoto County would be the sole leasee. Supervisor Medlin asked if the other agencies would pay for use of the facility. Sheriff Rasco said there is no charge for other agencies to use the facility and that is the way most of the facilities are managed. He then said that most facilities invite other law enforcement agencies to use their facilities at no cost and DeSoto County has been practicing at no cost at Southaven and other facilities.

Supervisor Mark Gardner asked who would maintain the facility and cut the grass. Sheriff Rasco said inmate labor and Sheriff's Department equipment would be used.

Supervisor Mark Gardner made the motion and Supervisor Harvey Lee seconded the motion to hire the Smith, Phillips, Mitchell, Scott and Nowak Law Firm to draft a three year lease with a monthly payment of \$2,000.00 to come from the Sheriff's Department seized drug forfeiture funds and the term to coincide with Sheriff's Bill Rasco's current term.

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>

## **8. County Administrator**

### **a. 2012 Legislative Summary**

County Administrator Michael Garriga said he and Supervisor Bill Russell attended the 2012 Legislative meeting in Batesville, MS. He said officials and legislators were there and presented highlights. He said that some did not directly affect DeSoto County. Mr. Garriga discussed a few of the highlights as follows:

- Homestead Exemption Reimbursement SB2977 - Mr. Garriga said Homestead is at the same level of funding at \$81,109,281.00.
- Emergency Meetings SB2884 – Mr. Garriga said this would allow the Board of Supervisors to call an emergency meeting giving a three hour notice.
- Tax Notice Clarification SB998 – Mr. Garriga said this act revised the form and content of the required public notices. He said it essentially allows the County to not have to state in the public notice that there is an increase in tax levy when there is actually not increase.
- Purchase Threshold Increase HB998 – This act increases the minimum acquisition cost of an item or service purchased by a county that requires a requisition to purchase, purchase order and receiving report for related purposes. Mr. Garriga said, as a precautionary measure, the County's threshold is still \$100.
- Auditing Standards HB927 – Mr. Garriga said this allows the state auditors to be more flexible with reporting.

Mr. Garriga said one issue that is out of Legislation session is the judicial pay raise. He explained that the increase for Chancery Court Judges should be offset by the fees received by the courts. The treasury shall not be obligated to fund the increase. However, counties are not

responsible for any shortfall in salary if the increase in filing fees does not cover the raises, and he understood that. Counties have discretion for those County Court Judges salary increases.

Chancery Clerk Sluggo Davis said starting July 1, an additional \$40 filing fee will apply to all court filings, but he said he did not know about Justice Court.

### **b. Fiscal Year 2013 Pre-Budget Presentation and County Financial Overview**

County Administrator Michael Garriga said according to the Mississippi Code, the County Administrator shall “prepare the budget for consideration by the Board of Supervisors and assist the Board of Supervisors in the preparation of the tax levy”. Mr. Garriga said he and Chief Financial Officer Tom Arnold compiled an overview for the general financial condition of DeSoto County. Mr. Garriga said he would begin sending budget request forms to Department Heads this week.

Mr. Garriga said the report shows three major areas as follows:

- (1.) Fund Surplus Balances and Six Operating Funds
- (2.) Debt Management
- (3.) Revenue Trends

Mr. Garriga compare fund surplus balances from the two major funds from 2004 to 2012 as follows:

<b>Fund</b>	<b>2004</b>	<b>2012</b>
General Fund	\$7,870,360	\$16,100,000
One Mill Mandatory	\$963,430	\$4,500,000
Solid Waste	\$1,072,556	\$2,000,000
Volunteer Fire Dept.	\$48,024	\$65,000
Road	\$4,317,415	\$7,200,000
Bridge	\$3,093,972	\$16,500,000

Mr. Garriga said the Board’s financial advisor agrees that it is good to have a fund balance.

Supervisor Mark Gardner asked how often the bond rating is revisited. Mr. Garriga said technically the bond rating is revisited each time a bond is issued.

Mr. Garriga presented the debt structure in the County budget and the Board discussed the Civic Center debt.

Mr. Garriga explained that the County has a healthy debt limit and capacity of \$178,000,000 plus. He presented the outstanding bond and debt.

Chief Financial Officer Tom Arnold said, regarding the percentage rate on the Civic Center debt, he thought the percentage rate was between three and four percent.

Mr. Garriga presented the General Fund Trends on revenues and expenditures. He said since 2004, the millage rate has remained the same. In the 2003-2004 budget, millage decreased by one mill and at one point it increased by two mills. There has only been a one mill increase in the past 15 years.

Mr. Garriga said the priorities for the budget are as follows:

- (1.) Prepare a balanced budget
- (2.) New DeSoto County Jail Operations
- (3.) Employee Salary Adjustments (3% - 5%)

Supervisor Jessie Medlin asked about the increase in PERS. Mr. Arnold said it is now 12.95% and will increase to 14.26%.

Mr. Garriga discussed the anticipated General Fund Revenues and Expenditures for fiscal year 2013 as follows:

•	Estimated revenues at	\$42,500,000
•	Flat line Expenditures	\$42,433,422
•	New Jail Operations	\$ 1,700,000
•	Salary Adjustments:	
	@ 3%	\$ 855,000
	@ 4%	\$ 1,100,000
	@ 5%	\$ 1,425,000
	Potential General	(\$2,488,422)
	Fund Shortfall	(\$2,733,142)
		(\$3,058,422)

Mr. Garriga said the new Jail operation would create a 1.7 millage increase in the budget. He said when the new Jail is opened the operation cost of the current Jail will decrease.

Mr. Garriga presented solutions for potential shortfall in the General Fund as follows:

**Budget Cuts**

- 3% of GF expenditures is roughly \$1.3 million
- 5% of GF expenditures is roughly \$2.1 million
- Agencies external from County Government: Discretionary

Supervisor Medlin said people think if there is money in their budget they need to spend it.

Mr. Garriga said there could be millage shifts and presented them as follows:

**Millage Shifts**

- \$16 million surplus in Bridge & Culvert
- Current Bridge & Culvert millage is 4.54
- \$2 million surplus in Solid Waste
- Current Solid Waste millage is 1.22
- Value of a full mill is roughly \$1.37 million

Mr. Garriga explained that they could use a combination of the suggestions.

**Combination of Budget Cuts & Millage Shifts**

- .54 mills from Bridge & Culvert tax levy
- 5% across the board budget cuts
- Additional cuts from external agencies
- These measure could potentially generate in excess of \$3 million in revenue to cover the potential shortfall

Supervisor Medlin said the Board does not need to tax citizens for money we do not need. He said he did not think the Bridge Fund should have the same balance as the General Fund because that is the only thing the Bridge Fund can be used for.

Interim Road Manager Andy Swims said they want to make sure there is money in place for capital expenses. Mr. Swims said it is the Board’s decision on the amount of money to be kept in the fund.

Supervisor Medlin said we do need to keep what is needed in each fund.

Supervisor Russell said this is a good time for the Board to evaluate the money that is already committed and budget projects that need to be done.

Supervisor Gardner said he would like to ask for the employee’s help with cost saving ideas. He said he would like to send a memo to the employees and ask them to voice their concerns about areas where money could be saved.

Supervisor Lee Caldwell made the motion and Supervisor Mark Gardner seconded the motion to ask the County Administrator to draft a letter to encourage employees to suggest potential cost savings in the County by July 1<sup>st</sup>.

The motion passed by a vote as follows:

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

Supervisor Medlin said he thinks employees should already be trying to save money. He said the Board has no control over the elected officials. Supervisor Medlin said he did not want to mislead employees about getting a raise and then not be able to do it.

Mr. Garriga said the budget request forms would be sent to the department heads in a couple of weeks. He said we are starting a little early this year to allow more time to meet with departments as well as elected officials.

Supervisor Medlin said anyone could cut back on spending.

Chancery Clerk Sluggo Davis said he is cutting back and then sees others who do not. Mr. Davis said it is not fair to ask him to cut back if others' spending that allows more in their budget.

**See Exhibit I.8.b**

## **J. PLANNING COMMISSION AGENDA**

### **NEW BUSINESS**

#### **1. Certificate of Appreciation – Michael Hatcher**

Supervisor Medlin and Ms. Gina Tynan presented a Certificate of Appreciation to Mr. Michael Hatcher for his seven years of service on the Board of Adjustment. Supervisor Medlin also acknowledged Mr. Hatcher's work with the DeSoto Greenways Advisory Committee.

Mr. Michael Hatcher thanked Supervisor Medlin for being given the opportunity to serve on the Board of Adjustment.

#### **2. Scrivener's Error – Villages at Hawks Crossing PUD, Phase 1**

Mr. Garrod stated there is a Scrivener's Error that needs to be corrected on the Villages at Hawks Crossing PUD, Phase 1 plat. He stated the bearings on the plat need to be changed. They now read as N 46° 42'00" W and should be corrected to read N 0° 46'42" W (Correction #1). The west bearing on Lot 23 reads N 06° 25'36" E and should be corrected to read N 16° 25'36" E (Correction #2). He then stated the County is unable to assign an address on Lot 39 due to the 911 requirements, a street name change is required. Mr. Garrod stated this can be corrected by adding a direction call so that the recorded Broadwing Circle can be named "Broadwing Circle South" (Correction #3) on the existing plat and "Broadwing Circle West" for the south side of Lot 39. These errors can be corrected by hand on the existing mylars.

Supervisor Lee made a Motion to approve Scrivener's Error – Villages at Hawks Crossing PUD, Phase 1 located in Sections 29, 30, 31, & 32 Township 2 Range 6, and recorded in Book 111 Pages 26-27, as presented. 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>

#### **3. Meeting Cancellation – Board of Adjustment meeting of June 11, 2012**

Mr. Garrod announced the June 11, 2012 meeting of the Board of Adjustment would be canceled due to their being no applications to bring before the Board.

**4. I-69/I-269 International Trade Corridor Study Update:**

**a. Overview of Bus Tour of the Study Area – Saturday, June 2, 2012**

Ms. Tynan stated the Bus Tour of the Study Area was a success. She thanked Supervisor Caldwell for attending the tour, the DeSoto County GIS Department for the route maps and the Sherriff's Department for providing the bus and a driver for the tour. She went on to thank Ms. Terry Smith of the DeSoto Times Tribune and Mr. Henry Bailey of the DeSoto Appeal for the articles they wrote in their respective newspapers concerning the Bus Tour of the Study Area.

**b. Request for Steering Committee to hold a Special Meeting on Thursday, June 7, 2012 at 6:30 p.m.**

Ms. Tynan stated the Steering Committee is requesting to hold a special meeting on Thursday June 7, 2012 at 6:30 p.m. to discuss the corridor study with staff and the consultants in a public meeting.

**c. Announcement of upcoming Public Event on Thursday, June 21, 2012**

Ms. Tynan stated the Planning Office anticipates holding a Public Event for the I-69/I-269 International Trade Corridor Study on June 21, 2012. She stated that since it is a public event adequate public notice will need to be given of the event date, location and time.

Supervisor Russell and Supervisor Medlin both expressed concern with the date of the public event conflicting with the Board of Supervisors annual MAS Conference, and asked that the Planning Department reschedule the public event to allow a later date that would allow the Board of Supervisors the opportunity to attend.

**K. EXECUTIVE SESSION**

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

Supervisor Jessie Medlin made the motion to recess the Board meeting until June 18, 2012 at 9:00 a.m. The motion was seconded the motion by Supervisor Lee Caldwell.

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 4<sup>th</sup> day of June 2012, these minutes have been read and approved by the DeSoto County Board of Supervisors.

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Jessie Medlin, President  
DeSoto County Board of Supervisors