

DESOTO COUNTY BOARD OF SUPERVISORS

BOARD MEETING MINUTES

DISTRICT ONE JESSIE MEDLIN, PRESIDING

November 19, 2012

A. CALL TO ORDER

The November 19, 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 |
| Vanessa Lynchard | County Administrator |
| Tony Nowak | Board Attorney |

B. INVOCATION

Supervisor Mark Gardner presented the invocation.

C. PLEDGE OF ALLEGIANCE

D. Public Hearing: 9:00

1. Continuation of Public Hearing on Ordinance for Discharge of Firearms and/or Other Weapons on County Greenways and Parks – Amended Ordinance

Supervisor Mark Gardner made the motion and Supervisor Lee Caldwell seconded the motion to open the Public Hearing on the amended Ordinance for Discharge of Firearms and/or Other Weapons on County Greenways and Parks in DeSoto County.

The motion passed by a vote as follows:

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|--|------------|
| 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 Jessie Medlin asked Board Attorney Tony Nowak if he would please speak regarding the requested revisions of the ordinance.

Mr. Nowak listed the revisions follows:

- 1) The definition of firearms has been changed to include high powered air pistols with a projectile discharge in excess of 300 feet per second.
- 2) Archery Equipment has been included.

3) The word concealed has been removed.

4) The shooting of animals was removed because it is already covered by statute.

Supervisor Medlin opened the floor for public comments.

Mr. Nolen Kelley said he lives on Holly Springs Road and he is concerned about signage. He said there are large tracts of acreage all around him and he wants to make sure he does not hurt anyone while rabbit hunting if someone is near him and he does not see them.

Supervisor Medlin asked Greenways Coordinator Larry Jarrett the status of the signage. Mr. Jarrett said the signs are standard in size with good visibility. He said there is no sign problem now but could be in 20-30 years.

Mr. Kelly said 911 markers show where property is so they know if it is for bike riders, walkers or anyone on the greenway. He said they are about every quarter of a mile.

Supervisor Lee Caldwell said she appreciated Mr. Kelly appearing and he brought up a good point. Supervisor Caldwell said signage is still being discussed and they are working on this issue. She said she appreciated Mr. Kelly letting them know his ideas and concerns.

Supervisor Medlin said he recognized a lot of people at today's meeting that have attended previous meetings. He asked if anyone in the audience wanted to address the Board.

Supervisor Caldwell said she would like to hear from Mr. Bud Cummings who worked hard with the public.

Mr. Cummings said he saw no problem at all with the amended ordinance. He said if there are problems, he would be the first to raise his hand.

Supervisor Harvey Lee said he has hunted all of his life. His Dad brought him up hunting and he still loves to hunt. He said this ordinance will not change what he does. Supervisor Lee said he will just be safer. Supervisor Lee said he was upset at first about this ordinance, but when he took this job as supervisor his agenda was to protect the health, safety and welfare of the citizens and this ordinance will allow him to do this. He said there is a bike path all the way around the property where he hunts and so he has to be aware of the matter of safety when he is hunting.

David Goode, member of the NRA Institute, said there are NRA members in this area. He said the Board of Supervisors' revised proposed ordinance originally restricted possession on greenways and parks. It now focuses mostly on reckless discharge of firearms. Mr. Goode said he appreciated the Board of Supervisor's willingness to listen the NRA Institute and the local NRA. Mr. Goode said on behalf of the NRA members, they appreciate the way the ordinance has been modified and he thanked the Board.

Supervisor Medlin said he appreciated everyone for coming to the Public Hearing. He said that is what the Board is here for.

Supervisor Mark Gardner made the motion to accept the amended Ordinance for Discharge of Firearms and/or Other Weapons on County Greenways and Parks as detailed in Exhibit D, and it will become effective in 30 days.

The motion passed by a vote as follows:

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|--|------------|
| 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 Bill Russell said he appreciated the comments from the public and it really added a lot to the ordinance and helped make it a good and effective ordinance.

Supervisor Harvey Lee said if something comes up again and he knows Mr. Medlin feels the same way, we will come back and discuss it.

See Exhibit D

E. ADDITIONS AND DELETIONS

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

- 1.) Chancery Clerk Sluggo Davis requested adding an allowance in the amount of \$2,016.74.
- 2.) Supervisor Lee Caldwell identified a matter of property acquisition for EMA and suggested the item be discussed in a closed determination to determine if it qualified for executive session.
- 3.) County Administration Vanessa Lynchard requested adding the following items:
 - (a.) United Way
 - (b.) A discussion regarding a meeting with North Delta Planning and Development District regarding an emergency shelter.
 - (c.) DeSoto County Logo Implementation and Plan
 - (d.) Ms. Lynchard identified a matter of personnel for hiring and suggested the item be discussed in a closed determination to determine if it qualified for executive session.
- 4.) Supervisor Bill Russell requested adding a discussion regarding the park fund budget.
- 5.) Board Attorney Tony Nowak requested adding the following:
 - (a.) Beaver eradication in the county
 - (b.) Mr. Nowak identified a matter of potential litigation involving Weisinger, Newberry and suggested the item be discussed in a closed determination to determine if it qualified for executive session.
- 6.) Chief Financial Officer Tom Arnold requested adding the following:
 - (a.) Late bill for the IT Department regarding state telecommunication payment.
 - (b.) One Budget Amendment to set up a new department for Starlanding Road funds to pay bill and reimburse the county from State Aid Road fund.
- 7.) Supervisor Mark Gardner asked to discuss the possibility of the Planning Commission taking payments by credit card.
- 8.) Road Manager Andy Swims said the FEMA Floodplain 101 Training scheduled for January 28, 2013 has been cancelled and he will work toward rescheduling the training.
- 9.) Facilities Management Director Tony Martin requesting adding upgrades on the front two offices of the Agricultural Building.
- 10.) Chancery Clerk Sluggo Davis requested discussing space issues in the courthouse.

The Board of Supervisors discussed the considerations for additions and agreed to add them to the Agenda.

1.) Chancery Clerk Sluggo Davis requested adding an allowance in the amount of \$2,016.74.

Supervisor Mark Gardner made the motion and Supervisor Lee Caldwell seconded the motion to approve a Chancery Clerk Allowance in the amount of \$2,016.74.

The motion passed by a vote as follows:

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

2.) Supervisor Lee Caldwell identified a matter of property acquisition for EMA and suggested the item be discussed in a closed determination to determine if it qualified for executive session.

3.) County Administration Vanessa Lynchard requested adding the following items:

(a.) United Way

Supervisor Bill Russell said he received information from the Board Attorney in regards to United Way making a ten minute presentation to county employees.

Supervisor Bill Russell made the motion and Supervisor Lee Caldwell seconded the motion to approve United Way meeting with county employees for no longer than ten 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> |

(b.) A discussion regarding a meeting with North Delta Planning and Development District regarding an emergency shelter.

Ms. Lynchard said at the last North Delta Planning and Development District meeting there was a discussion about the possibility of the county supporting an emergency shelter.

Supervisor Jessie Medlin made the motion and Supervisor Mark Gardner seconded the motion to approve looking into the possibility of an emergency shelter in the county and partnering with North Delta Planning and Development District.

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> |

(c.) DeSoto County Logo Implementation and Plan

Ms. Lynchard said she sent the Board information pertaining to the proposed logo, policy, standards and guidelines and implementation. She said she would like to defer to Mary Jane Thaxton .

Ms. Thaxton said it is up to the Board on which logo they want to use. She suggested using the same logo on business cards, letterhead and vehicles so the county would be more recognizable by the logo. This would be the county branding and by using the same logo it would also save the county money.

Ms. Thaxton said the committee liked the logo but the Board can choose whichever one they prefer.

The Board discussed the current logos that are used by the county and agreed that consistency would be much better. That is one of the reasons a new logo was designed and being considered.

Supervisor Mark Gardner said he would like to see areas the Board has control over to adopt the new logo. He said he would like for all areas under the county to use the branding and identity.

Supervisor Lee Caldwell said she liked the idea of everyone using the same logo and encouraged everyone to use it.

Ms. Thaxton said the committee looked at policies from other counties. She said Procurement could use the policy as a guideline when placing orders.

Supervisor Gardner said he has concerns about the costs of replacing logos on everything at this time, but for departments to replace logos as the need arises. In addition, Supervisor Gardner requested correcting phone and fax numbers, email addresses and other corrections as items are being ordered. He said he wants to see the new logo and new information on all business cards and everything that requires that information.

Ms. Thaxton said she and Ms. Lynchard had discussed all the existing stock and before ordering new stock and making the changes for now. She said the web site is in place with the changes.

Supervisor Jessie Medlin said he had not thought about the new phone numbers and he would hate to see everyone change cards at the same time.

Ms. Thaxton said the numbers are listed on the new directory and they are working on making that information available on the new web site as well.

Supervisor Gardner said he would like to continually publish new numbers to media as well. He would like to transition the public to the new numbers.

Ms. Lynchard said the Procurement Department looked at the policy and the implementation plan. She said this logo is the lowest cost to the taxpayer. Although it is multi-colored, we can still print in-house or externally and over time, it will save money. She said we need to keep people thinking about the negative budget impact and not print until needed. Ms. Lynchard said Procurement would not process any order outside the scope.

Supervisor Bill Russell said it is a good description of the seal and logo. We should be approving standard usage for outside departments and recommend other departments to use this logo.

Ms. Lynchard said it would be too great of a budget impact to change all vehicle logos at once, but to change the logo as vehicles are replaced. Ms. Lynchard recommended using the logo on printed stock and promoted the recommendation from the committee.

Supervisor Gardner agreed and said to replace stock as it is depleted. The next ones would have the new logo and corrected phone numbers, web site and other pertinent information. All of the information needs to be proofread before ordering.

Ms. Thaxton said one or two departments do use the seal on the logo. She said they could change the policy if necessary.

Road Manager Andy Swims said all of their printed information needs to be corrected and they plan to put the new logo on the vehicles as they are replaced.

Supervisor Gardner said the gold seal is expensive and asked if the logo can be used with no gold seal.

Supervisor Russell said he thought the purpose of the new logo was to be used on everything. If a sign needs to be replaced to put the logo on that also as they are replaced.

Board Attorney Tony Nowak said all the County is required to have certain size lettering on vehicles. He also noted municipalities can use logos on vehicles but the statute does not mention the authority of counties to do so. He suggested this issue be investigated.

Supervisor Gardner said at the MAS Meeting, the state auditor referenced lettering on a vehicle which lead him to believe it is an issue.

Supervisor Lee Caldwell made the motion and Supervisor Mark Gardner seconded the motion to approve adopting the logo as the seal, adopt the state guidelines as county guidelines after the Smith, Phillips, Mitchell, Scott and Nowak Law Firm has reviewed and for the logos being placed on vehicles in a manner that would include three inch lettering on the side of the vehicle and one and one half inches on the back of the vehicle as required by statute.

The motion passed by a vote as follows:

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|--|------------|
| 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> |

(d.) Ms. Lynchard identified a matter of personnel for hiring and suggested the item be discussed in a closed determination to determine if it qualified for executive session.

4.) Supervisor Bill Russell requested adding discussion regarding the park fund budget.

Supervisor Russell said it was his understanding that any money left over in the park fund from the FY 2012 budget could be used. He said he thought \$5,000 was allocated to Horn Lake Parks and Recreation but it does not appear that was done.

Supervisor Bill Russell made the motion and Supervisor Mark Gardner seconded the motion to approve allocating \$5,000 from the District 3 Park Fund to the Horn Lake Parks and Recreation and to allocate \$5,000 to Walls Parks and Recreation from the District 3 Park Fund, and move any remainder of the money to the new Parks and Recreation Fund.

The motion passed by a vote as follows:

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|--|------------|
| 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> |

5.) Board Attorney Tony Nowak requested adding the following:

(a.) Beaver eradication in the county

Road Manager Andy Swims said he had talked to Mr. Joseph Gee who previously handled beaver eradication in the county. Mr. Swims said the cost for an inspection is \$25.00; the cost for the first week is a flat fee of \$225.00 which includes setting the traps etc., and a \$150.00 fee for additional visits. Mr. Swims said beaver are usually caught during the first two weeks although it could take more time. Mr. Swims said the Board Attorney has reviewed a contract with Mr. Gee for contracting eradication of beavers in the county.

Supervisor Jessie Medlin made the motion and Supervisor Lee Caldwell seconded the motion to approve the contract with Joseph Gee for beaver eradication in the county and for the Board President to sign the document and as fully described in Exhibit E.5.a.

The motion passed by a vote as follows:

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| 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.5.a

(b.) Mr. Nowak identified a matter of potential litigation involving Weisinger, Newberry and suggested the item be discussed in a closed determination to determine if it qualified for executive session.

6.) Chief Financial Officer Tom Arnold requested adding the following:

(a.) Late bill for the IT Department regarding state telecommunication payment.

Supervisor Jessie Medlin made the motion and Supervisor Harvey Lee seconded the motion to approve payment for various state telecommunications lines for the month of September, 2012, in the amount of \$6,116.82.

The motion passed by a vote as follows:

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|--|------------|
| 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.6.a

(b.) One Budget Amendment to set up a new department for Starlanding Road funds to pay bill and reimburse the county from State Aid Road fund.

Mr. Arnold presented a budget amendment to set up a new department for the preliminary Starlanding Road corridor study for environmental assessment.

Supervisor Mark Gardner made the motion and Supervisor Bill Russell seconded the motion to approve the budget amendment as presented by the Chief Financial Officer to set up a new department for the preliminary Starlanding Road corridor study for environmental assessment.

The motion passed by a vote as follows:

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|--|------------|
| 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.6.b

7.) Supervisor Mark Gardner asked to discuss the possibility of the Planning Commission taking payments by credit card.

Supervisor Gardner said he would like for the Planning Department to be able to take credit card payments like a lot of the other county departments and the municipalities. It would keep taxpayers from having to drive into Hernando to pay for permits.

The Board discussed which financial institution would handle the matter and who would pay the fees.

Board Attorney Tony Nowak said by law the county cannot pay cardholder use fees.

Chief Financial Officer said the county would have to use the current designated financial institution.

Supervisor Mark Gardner made the motion and Supervisor Harvey Lee seconded the motion to approve hiring the Smith, Phillips, Mitchell, Scott and Nowak Law Firm to review the contract with Elavon for taking credit card payments in the Planning Department.

The motion passed by a vote as follows:

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|--|------------|
| 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.7

8.) Road Manager Andy Swims said the FEMA Floodplain 101 Training scheduled for January 28, 2013 has been cancelled and he will work toward rescheduling the training.

9.) Facilities Management Director Tony Martin requesting adding upgrades on the front two offices of the Agricultural Building.

Mr. Martin said the Board previously requested him to price out various upgrades to the two front offices inside of the AG Building. He presented the quotes for the following upgrades:

Last week, we were asked to start pricing out various upgrades for the move for the NRCS office inside of the AG Building. We have received quotes for the following upgrades:

Replacement of Acoustical Ceiling Tiles - \$500
A/C for IT Room - \$3322
Electrical Work - \$1500
Painting of the Space - \$1988
Carpet for Offices- \$2465
VCT Tile for Common Areas - \$2826
Waxing VCT Tile - \$400
Construction of Conference Room and 2 Divider Walls- \$3200
Millwork for New Counters and Kitchen Area - \$4500
Total - \$20701

I would advise a \$1500 Contingency for this build as well.

*Does Not Include Kitchen Equipment

Last week, we were asked to start pricing out various upgrades the front two offices inside of the AG Building. We have received quotes for the following upgrades:

Replacement of Acoustical Ceiling Tiles - \$200
A/C for IT Room - \$6644
Electrical Work - \$1500
Painting of the Space - \$500
Carpet for Offices- \$1457 or VCT for Office - \$1352

Construction to Replace Holes in Walls to Outside and Entrances- \$ 1200

Total with Carpet- \$11501

Total with VCT - \$11396

VCT Tile for Common Areas (Main Hallways) - \$1725

Replacement of Windows (Glass) - \$2700 (Entire Building)

Ms. Lynchard said it appears that no maintenance has been done on the building in quite some time, but day to day maintenance had been done. There are two rooms with no heat or air and one room has a window air conditioning unit.

Ms. Lynchard said that NRCS expressed a desire to move across the hall to another office. She said since their lease expires in 2013, it would be an investment to make the renovations and be able to increase the rent to make the money back. Currently NRCS pays \$1,018.00. She said they already want to increase the length of their lease so they are committed to stay in Desoto County.

Supervisor Bill Russell said the building definitely needs attention regardless of what NRCS decides to do. He said it might be a good idea to have Supervisor Gardner look at the building. Supervisor Russell said he would like to see if there would enough space for the Chancery Clerk to use because they are in great need of storage space.

Chancery Clerk Sluggo Davis said if they located some of the office personnel there, it would definitely impact people walking into the courthouse. He said they could try to make it work with the least amount of impact.

Supervisor Russell suggested adding Mr. Davis' needs for space into the quote and come back to the Board with those numbers.

Ms. Lynchard said they will look into the cost of space to assist with the need for space by the Chancery Clerk's office and bring it back to the Board.

10.) Chancery Clerk Sluggo Davis requested discussing space issues in the courthouse.

Mr. Davis continued the discussion from item number 9 regarding additional space for the courthouse. He discussed various options for moving people and storage and made suggestions about other buildings.

Ms. Lynchard expressed other needs for the court house as well, such as additional court rooms and offered suggestions on rearranging space to meet needs.

The Board agreed to have Ms. Lynchard and Mr. Davis to meet to identify space issues in the court house and research options to resolve the space issue in the most practical and economical manner with as little impact on the public as possible.

F. CITIZEN REMARKS

Supervisor Jessie Medlin asked if there was anyone present in the audience who wish to address the Board who was not already on the Agenda.

No one came forward.

G. Presentations and Resolutions of Appreciation

There were no presentations or resolution of Appreciation at this time.

H. CONSENT AGENDA

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

Supervisor Jessie Medlin asked about the Homeland Security Task Force Protection Coordinator Agreement with Fred Randle.

Chief Financial Officer Tom Arnold said that Mr. Randle is based in Greenwood and provides certain services for the Homeland Security, which is paid for by a grant.

Supervisor Lee Caldwell made the motion and Supervisor Mark Gardner seconded the motion to approve the Consent Agenda as follows:

- 1. Office of Finance and Accounting**
 - a. Budget Amendments**
 - b. Grants Administration**
 - 1) Closeout of FY12 DUI Grant**
 - 2) Closeout of FY12 Occupant Protection Grant**
 - 3) Approval for Lexi Taylor to act as Secondary Signatory Official for Monthly Reports for FY2013 DUI and Occupant Protection Grants**
- 2. Board Attorney: Approval of Professional Service Agreement with Fisher & Arnold for Environmental Study of Star Landing Road Property**
- 3. Establish as Part of the Formal Record and Enter into the Board's Minutes**
 - a. Agreement with RJ Young for 2 copiers for the Jail**
 - b. Agreement of Purchase of Equipment (Body Armor) – City of Farmington**
 - c. Homeland Security Task Force Protection Coordinator Agreement with Fred Randle**
- 4. Department of Road Management – Monthly Safety Report**
- 5. Chancery Clerk Allowance (2) \$1,600.00 \$1,500.00**
- 6. Homestead Deletions and/or Allowances and Authorize the Board President to Sign**

Action was taken on this item in the prior Board of Supervisors Meeting, November 5, 2012

The motion passed by a vote as follows:

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|--|------------|
| 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

I. OLD BUSINESS

1. Board Attorney – Agreements

a. Animal Control Agreement with Walls

Board Attorney Tony Nowak presented an agreement for renewal with the City of Walls for DeSoto County to assist with animal control enforcement. Mr. Nowak said the content in the agreement is the same as prior year's agreement with the exception of the term. He said the agreement now includes an automatic one year annual renewal unless one party cancels. Either party can still terminate the agreement at any time by giving a 90 day notice as well.

Mr. Nowak said that Melissa Grant does a fantastic job. She calls him with pertinent questions and has a very good process in place for tracking new contracts as well as new agreements.

Vanessa Lynchard said she could not say enough about how Mr. Nowak has taken the contract project and ran with it. She said Melissa is doing an outstanding job with the records on agreements.

Supervisor Jessie Medlin asked if they are billed \$50 for each animal no matter how long the animal stays in the shelter.

Ms. Lynchard said that is usually a judgment call depending on the length of time and the circumstances with the animal.

Mr. Nowak said it can be very cumbersome to track an animal that is ill. He noted the agreement does require the Town to reimburse the County if there are extensive medical bill for treating an animal.

Supervisor Bill Russell made the motion and Supervisor Mark Gardner seconded the motion to approve the Interlocal Agreement for DeSoto County to assist the Town of Walls with Animal Control Enforcement.

The motion passed by a vote as follows:

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

See Exhibit I.1.a

b. Lewisburg Radio Communications (2)

Mr. Nowak presented two agreements; 1.) Communication Equipment and License Sale and Assignment; 2.) Lease Agreement between DeSoto County and Lewisburg Water Association, Inc. for space located at 425 Hwy. 305 North, Olive Branch, MS.

Mr. Nowak said the first agreement would assign equipment, located on Lewisburg Water Association water tower, to the county at no charge. The second agreement is for leasing space on the water tower for \$10.00 per year.

Supervisor Lee Caldwell made the motion and Supervisor Harvey Lee seconded the motion to approve the Communication Equipment and License Sale and Assignment Agreement and the Lease Agreement between DeSoto County and Lewisburg Water Association, Inc. for space located at 425 Hwy. 305 North, Olive Branch, Ms, at a fee of \$10.00 per year and as fully described in Exhibit H.1.b.

The motion passed by a vote as follows:

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

See Exhibit I.1.b

2. Road Department: Contract with Horn Lake Creek and Jones-Davis Associates, Inc., for cost sharing of project in Hallum Estates

Road Manager Andy Swims said the Board approved an agreement with Jones-Davis for the Hallum Estates project with a cost not to exceed \$40,000. Mr. Swims said that Board Attorney Tony Nowak has drafted an agreement which includes an estimated cost of \$34,651.00 as follows:

Field survey data and compilation - \$9,600.00
Modeling of existing condition - \$11,595.00
Evaluation of all alternatives - \$8,976.00
Report and costs estimates - \$4,480.00

Mr. Swims said the cost is to be split with Horn Lake Creek Watershed Drainage District contributing in an amount not to exceed \$15,000.00.

Supervisor Bill Russell made the motion and Supervisor Lee Caldwell seconded the motion to approve the Engineering Services Agreement for Professional Consulting Services with Jones-Davis and Associates and Horn Lake Creek Watershed Drainage District and to hire the Smith, Phillips, Mitchell, Scott and Nowak Law Firm to draft an interlocal agreement with Horn Lake Creek Watershed Drainage District to share in the costs of the Hallum Estates project, with the District contributing in an amount not to exceed \$15,000.00.

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 I.2

3. County Holidays

Supervisor Jessie Medlin said he has concerns that the County is concurring with holidays declared by the governor with no discussion as to what is best for the taxpayers. He said some holidays seem unjustified and cause more money to be spent such as over time for the Sheriff's deputies. Supervisor Medlin gave the example of the governor declaring July 3rd and 4th as a holiday in observance of July 4th. Another example is declaring New Year's Eve in addition to New Year's Day as holidays. Supervisor Medlin said he would like for the Board to use more discretion before accepting the governor's declaration of holidays as county holidays.

Chancery Clerk Sluggo Davis said some offices are on the state's statute like the Tax Collector's office.

Supervisor Lee Caldwell asked how it affects the Circuit Clerks office. County Administrator said they follow the state statute.

Supervisor Caldwell said there are so many different departments and agencies; it may cause confusion for the public to have some offices open and some offices closed for the holidays.

Supervisor Medlin reiterated that some of those days cost the taxpayers more because of paying overtime. He would like for the Board to use their own discretion.

Supervisor Mark Gardner agreed with Supervisor Medlin. He said the Board wants to be stewards of taxpayer money and he appreciated Supervisor Medlin bringing this concern up to the Board.

Board Attorney Tony Nowak said he would need to check the language regarding the other entities.

Supervisor Medlin said he would like to start looking at the holidays closer beginning next year.

Supervisor Bill Russell asked Sheriff Bill Rasco if he pays overtime for the extra holidays. Sheriff Rasco said yes. The deputies work no matter what day it is.

Mr. Davis suggested running an advertisement to let the public know what is going on.

Supervisor Medlin said he would like for the Sheriff to put numbers together regarding overtime and bring back to the Board. He said he did not want to change any of the holidays for the remainder of the year since employees have already made plans, but to look into the governor designated holidays closer next year.

Supervisor Lee Caldwell made the motion and Supervisor Jessie Medlin seconded to follow the governor's declaration for holidays for 2012 and to look closer at the holiday schedule beginning 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> |

See Exhibit I.3

J. NEW BUSINESS

1. Tax Exemptions – Real Property

President and CEO of the DeSoto Economic Development Council Jim Flanagan said Tim Moore with IDI is appearing before the Board requesting real property tax exemptions for three buildings owned by IDI, but they will be occupied by three different companies locating in DeSoto County.

a. IDI (8836 Polk Lane, Olive Branch) – Millstone Medical

Mr. Tim Moore, with IDI, said the building that Millstone Medical would occupy is a state of the art building and that Millstone is consolidating several of their facilities. He said it is the newest building and is located at Polk Lane and Kirk Road which has 270,000 square feet. He said they have been working with Millstone Medical and they will occupy 250,000 square feet of the building.

Mr. Flanagan said they are asking for a real property tax exemption and will come back later to request a Freeport warehouse exemption.

Mr. Karl Neugerber with Millstone Medical said they currently have 53 full time employees and 22 temporary employees. He said they are growing very rapidly and are looking to make the temporary employees permanent employees. Mr. Neuberger said that 28 of the employees are hourly and 10% of them are from DeSoto County. He said they have 25 salaried employees and 24% of them are from DeSoto County. He said they use temporary agencies for hiring employees so they can pick the best ones suited for the job. He said there is a 6 month trial period before hiring. They always advertise for DeSoto County residents.

Supervisor Lee Caldwell asked if they were familiar with the Win Job Center. Mr. Neuberger said no, they do not have information on them but would look into it.

Supervisor Bill Russell suggested that Mr. Flanagan introduce Mr. Neuberger to the Northwest Community College Training Program.

Supervisor Caldwell suggested that Mr. Flanagan should introduce Mr. Neuberger to the Northwest Community College Training Program and Win Job Center. They can help with identifying good County candidates for jobs. Mr. Flanagan said he would be glad to.

Supervisor Jessie Medlin made the motion and Supervisor Lee Caldwell seconded the motion to approve a real property tax exemption for a period of ten years for IDI based on Millstone Medical occupying the building located at 8836 Polk Lane, Olive Branch, MS.

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 J.1.a

b. IDI (12385 Crossroad Drive, Olive Branch) – Milwaukee Electric Tool

Mr. Tim Moore, with IDI, said that Milwaukee Electric Tool has been in Olive Branch for many years and this is their only distribution center.

Mr. Moore introduced Mr. Steve Nelson with Milwaukee Tool. Mr. Nelson said they have experienced a lot of growth and have outgrown the current building. He said they want to house all of their business under one roof and will relocate to the new building. Mr. Nelson said they shut down every year in the month of December. They employ 192 people with an average salary of \$19.50 including benefits. He said benefits represent one fourth of that amount. Mr. Nelson said one third of the hourly employees are from DeSoto County. They will hire 20-25 full time employees in the next couple of years.

Mr. Nelson said they have facilities in Jackson and Greenwood, Mississippi. He said that DeSoto County is a great place to live and they appreciate the support of the DeSoto County Board of Supervisors.

Supervisor Mark Gardner said he appreciated Milwaukee Tool being good corporate citizens.

Supervisor Jessie Medlin said Milwaukee Tool has been in DeSoto County for a long time and has been very good for the County. Supervisor Medlin said he appreciates them keeping their business here.

Supervisor Lee Caldwell said that the Board partners with the schools for training and there is a training facility in the Industrial Park for assisting companies with training.

Supervisor Jessie Medlin made the motion and Supervisor Mark Gardner seconded the motion to approve the real property tax exemption for a period of ten years for IDI based on Milwaukee Tool occupying the building located at 12385 Crossroad Drive, Olive Branch, MS.

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 J.1.b

c. IDI (8474 Marketplace Drive, Southaven) Stylecraft Home Collection

Mr. Tim Moore, with IDI, said that Stylecraft Home Collections was located in Hernando for many years and is now located in Southaven at 8474 Marketplace Drive. He said Mr. Joey Judd is representing the owner and they are expanding the existing building to include their administrative headquarters offices and showroom.

Mr. Judd said Stylecraft opened in the early 70's in Hernando and then moved to Southaven in 2007. He said the average hourly rate of pay is \$12.65.

Supervisor Lee Caldwell said there are 60 full time employees and asked how many employees live in DeSoto County. Mr. Judd said about 85-90-% are from DeSoto County.

Supervisor Caldwell said she appreciated Stylecraft remaining in DeSoto County and hiring DeSoto County residents.

Supervisor Bill Russell made the motion and Supervisor Lee Caldwell seconded the motion to approve a ten year real property tax exemption for IDI based on the building expansion of Stylecraft Home Collections located at 8474 Marketplace Drive, Southaven, MS.

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 J.1.c

2. Environmental Services: Solid Waste Officer Grant/Environmental Specialist

Environmental Services Manager Ray Laughter said the Board previously discussed adding an employee and he presented a revised job description. Mr. Laughter said the part time person quit four months ago. He said there is a grant that has been used to assist with salaries. It previously paid for part of Jim Bearden's salary and currently pays a portion of David Wright's salary.

Mr. Laughter said Environmental Services is growing in all areas. With the new Code Enforcement statue in place, it has created more work as well as follow- up, and there is more going on with recycle including recycle trailers throughout the county.

Supervisor Jessie Medlin said he read the job description and asked if it will be hard to find someone.

Supervisor Mark Gardner asked how many employees are currently in the department. Mr. Laughter said two including himself and David Wright.

County Administrator Vanessa Lynchard said there were previously five employees and as people left, the positions were left open.

Supervisor Gardner asked how much over time he and David worked each week. Mr. Laughter said right now they are just putting out fires so there is no real structure for taking care of certain responsibilities.

Supervisor Lee Caldwell said that the Road Department has taken on some of the work.

Ms. Lynchard said that Ray and David run from one location to another especially with code enforcement. It requires a lot of mobility and follow-up. She said another employee would allow them to raise their level of service and be proactive instead of reactive. Ms. Lynchard said they are missing a lot of other opportunities for the county because of all the responsibilities and time required to solve issues and do routine functions in the office.

Planning Director Ted Garrod concurred with Ms. Lynchard and said he recognized the situation as soon as he took the position with the county. Mr. Garrod said Ray recently was appointed the role as Recreational District Chairman which also will require time.

Supervisor Medlin said that position should not affect Ray's job.

Mr. Garrod said Ray is wearing many hats; manager hat, employee hat and recreational hat.

Supervisor Gardner asked how much time Mr. Laughter spends as Recreational Chairman. Mr. Laughter said it would be about four hours per month. Now that everything is organized, they should only hold one meeting per month.

Supervisor Gardner asked if other county employees participate on the Recreational Board. Mr. Laughter said yes, and citizens participate as well.

Supervisor Medlin asked if the meetings are at night. Mr. Laughter said eventually they will be at night.

Supervisor Medlin said he appointed Mr. Laughter to the Commission because he does a good job with everything he does. He said Mr. Laughter's department needed help before the Recreational District appointment.

Mr. Garrod said if someone is out of the office, they are down to one employee. That type of situation creates a greater chance for a lot of mistakes, there is no one to pull recycle trailers, inspect properties and perform the day to day tasks. Mr. Garrod said the new process for code enforcement regarding properties was recently put into place. He said it requires devoting a lot of time to efficiently work through that process and do the appropriate follow-up. Mr. Garrod the new code enforcement process for handling County properties is providing a better level of service.

Supervisor Gardner asked if Mr. Garrod has started using other Planning Department employees to help with ancillary tasks. Mr. Garrod said yes. They are cross training some of the administrative employees so that everyone can answer questions to assist with Environmental Services and to perform some of the tasks. Ms. Lynchard said Connie Scott is performing some of the tasks. Supervisor Lee Caldwell said the department has done a lot of great things and they need to have time to follow-up.

Ms. Lynchard said she had talked with everyone concerning the situation and the County would be better served to fill the position. Planning would still be short one position. Ms. Lynchard said Ray and David are doing a great job and they have made efforts not to work overtime.

Supervisor Medlin said the Board has known that this department has needed help for a long time.

Supervisor Bill Russell asked how much the grant would pay. Mr. Laughter said \$44,307 including benefits.

Supervisor Jessie Medlin made the motion and Supervisor Lee Caldwell seconded the motion to approve adding the Environmental Specialist position in the Environmental Services Department and to post the job position and also to draft a budget amendment to move the funds for the position.

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 J.2

3. Office of Finance and Accounting – Supplemental 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.

1.) Supervisor Mark Gardner asked about the claim on page 5 to Travelers. Mr. Arnold said this is to insure the new jail building. Supervisor Lee Caldwell asked if the \$14,000 is in the Sheriff's budget and Mr. Arnold said yes.

2.) Supervisor Gardner asked if the other names listed under Travelers were for lawsuits and Mr. Arnold said yes.

3.) Supervisor Gardner asked about the claim on page 7 to Shelby County. Mr. Arnold said that fee is for transportation planning incurred by MPO funds.

4.) Supervisor Gardner asked about the expense for the election workers, cost for printing ballots and printing and shipping of ballots.

Mr. Arnold said the election workers receive \$100 per day, but some workers receive \$145 per day as a precinct captain. He said they are responsible to transport the boxes back and forth to the courthouse.

County Administrator Vanessa Lynchard some of the cost comes up at the last minute and the ballots are printed on heavy paper.

Supervisor Gardner said he realized the election process is expensive and he wants it done correctly, but he would like the costs further reviewed.

Supervisor Caldwell said she noticed some workers were paid \$180.

Supervisor Gardner said he would like the Election Commissioner to attend the next Board Meeting.

5.) Supervisor Gardner said there is a claim on the docket for Northwest SWAT armored car rewiring and asked for clarification.

Sheriff Bill Rasco said it is for rewiring a new vehicle to meet their requirements.

6.) Supervisor Gardner said he noticed on page 63 expenses for Hurricane Sandy. Mr. Arnold said those expenses are for Mr. Bobby Storey and Mr. Chris Olson of DeSoto County Emergency Services who were deployed after the hurricane. He said that is for about two weeks of lodging costs. Mr. Arnold said the County would be reimbursed for any overtime incurred and for lodging and meals for travel to and from Maryland from the 2011 Homeland Security Grant.

Supervisor Caldwell asked if they were reimbursed for their salaries. Mr. Arnold said Homeland Security does not reimburse for routine salaries.

7.) Supervisor Gardner referred to the claims on page 72 and asked if that material is for drainage repairs on private property. Mr. Arnold said the expenses are for culverts and other supplies.

Supervisor Gardner also asked about the expense for gloves on the same page. He said that is a lot of money to pay for gloves.

Supervisor Gardner asked the Road Manager if the gloves were purchased by Road Department employees. Mr. Arnold confirmed that the gloves were purchased by the Road Department.

IT Specialist Mary Jane Thaxton said four pairs of gloves were billed and two pair were removed. She said it appears these gloves are for handling electric wires.

Supervisor Gardner asked Mr. Swims if the Road Department employees handle hot wires. Mr. Swims said they should not be handling hot wires but he will check on it.

8.) Supervisor Lee Caldwell asked the Planning Director Ted Garrod if the fee on page 7 is for the MPO fee. Mr. Garrod said yes.

Supervisor Mark Gardner made the motion and Supervisor Lee Caldwell seconded the motion to approve the claims docket.

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> |

See Exhibit J.3

4. Annual Jail Inspection

County Administrator Vanessa Lynchard said that Supervisor Bill Russell, Supervisor Lee Caldwell and Supervisor Harvey Lee inspected the DeSoto County Jail on November 5, 2012.

Supervisor Russell said they looked at the issues that were listed on the report and they had been repaired.

Supervisor Harvey Lee said Facilities Management Director Tony Martin showed him the repairs as well and everything looked good.

Supervisor Bill Russell made the motion and Supervisor Harvey Lee seconded the motion to accept the verbal report regarding repairs that have been completed to ensure the DeSoto County Jail is in compliance.

The motion passed by a vote as follows:

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

5. Board Attorney

a. Drug Court – Siemens Healthcare Diagnostics Inc., Easy Access Agreement

Board Attorney Tony Nowak said Craig Shelley with the Adult Drug Court contacted him and said the contract for testing services has expired. Mr. Nowak said he reviewed the contract and recommended renewing it.

At the recommendation of the Board Attorney, Supervisor Jessie Medlin made the motion and Supervisor Bill Russell seconded the motion to approve renewing the contract with Siemens Healthcare Diagnostics Inc., Easy Access Agreement for testing supplies required for the Adult Drug Court as detailed in the Exhibit J.5.a

The motion passed by a vote as follows:

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

Supervisor Harvey Lee, Fifth District

YES

See Exhibit J.5.a

b. Authorization to draft Agreement with the School District for Ambulatory Evacuation Bus Stretchers

Mr. Nowak said last year there was a grant to install stretcher conversion kits on school buses provided by the Mississippi State Department of Health and supervised by Emergency Management. He said there is another grant this year and language in the grant agreement requires the county to have a separate agreement with the Schools. Mr. Nowak presented a draft agreement for the Board’s consideration.

Supervisor Lee Caldwell confirmed that the stretchers are on the schools buses.

Supervisor Jessie Medlin made the motion and Supervisor Lee Caldwell seconded the motion, based on the Board Attorney’s recommendation, to approve the agreement with the State, in substantial form, for receipt and use of ambulatory stretcher kits, and to hire the Smith, Phillips, Mitchell, Scott and Nowak Law Firm to draft an agreement with the School District to use the Ambulatory Evacuation Bus Stretchers on school buses as detailed in Exhibit J.5.b.

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 J.5.b

6. Contracts Administration

a. Great American Leasing Corporation Lease Agreement for Letter Opener

b. Memphis Communications Corporation for Preventive Maintenance for Letter Opener

Contracts Administrator Melissa Grant presented an agreement with Great American Leasing Corporation for a letter opener and maintenance agreement for the Tax Collector’s office for the Board’s consideration. Ms. Grant said this opener can open multiple pieces of mail and it is in their budget. She said the cost for the opener agreement and the preventive maintenance agreement is \$250 per month.

Supervisor Harvey Lee made the motion and Supervisor Bill Russell seconded the motion to approve the contract with Great American Leasing Corporation and for the equipment and the preventive maintenance agreement with Memphis Communications Corporation as fully described in Exhibit J.6.

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 J.6

7. Donation of IT Equipment to Schools & Library

Information Technology Director John Mitchell said he talked to the Library representatives about surplus equipment that is no longer of use to the County. Mr. Mitchell said the library is interested in memory and not computers. He said the School system is interested in the computers. Mr. Mitchell said going forward he will frequently check with the Library and School to see if they have a need for the equipment.

County Administrator Vanessa Lynchard asked if some items are being transferred to both of them.

Mr. Mitchell said the library is interested in the components only. The schools are interested in the actual box and those have inventory tags.

Ms. Lynchard asked if they could split them between the two entities.

Supervisor Mark Gardner made the motion and Supervisor Harvey Lee seconded the motion to transfer half of the items to the Library and half of the items to the Schools and to authorize the Smith, Phillips, Mitchell, Scott and Nowak Law Firm to draft an agreement 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> |

8. Travel Authorization - MAS Convention: January 7 – 9, 2013

Supervisor Jessie Medlin made the motion and Supervisor Bill Russell seconded the motion to approve travel to the MAS convention for the Board of Supervisors.

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> |

K. PLANNING COMMISSION AGENDA

L. EXECUTIVE SESSION

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

M. OTHER ITEMS

Deputy Director of Planning Tom Haysley, former Grant Writer, thanked the Board of Supervisors for the opportunity to come to work for the county and the most recent opportunity to be promoted to Deputy Director of Planning.

Mr. Haysley said he has been working with the new Grant Writer and will continue too until she is fully trained.

Supervisor Lee Caldwell asked if Region IV pays rents at the old health building.

County Administrator Vanessa Lynchard said Region IV came to DeSoto County to help solve problems with lunacies being housed at the jail. Region IV brought more benefits to the county so

they were not charged rent. Ms. Lynchard said she thought they were going to rent the building for one year and then move to their own facility.

No motions were made nor votes taken on this issue.

Ms. Lynchard reminded the Board that there would be a tour with Region IV on December 3rd.

Supervisor Jessie Medlin made the motion to adjourn the Board meeting until December 3, 2012 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 19TH day of November 2012, these minutes have been read and approved by the DeSoto County Board of Supervisors.

Jessie Medlin, President
DeSoto County Board of Supervisors