

DESOTO COUNTY BOARD OF SUPERVISORS

BOARD MEETING MINUTES

ALLEN LATIMER, PRESIDENT, 2011 PRESIDING

November 21, 2011

A. CALL TO ORDER

The November 21, 2011 meeting of the DeSoto County Board of Supervisors was called to order by Supervisor Allen Latimer, Board President. Supervisor Latimer wished everyone a Happy Thanksgiving.

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

Supervisor Jessie Medlin-----District 1
Supervisor Eugene C. Thach-----District 2
Supervisor Bill Russell-----District 3
Supervisor Allen Latimer-----District 4
Supervisor Tommy Lewis-----District 5
W. E. Sluggo Davis-----Chancery Clerk
Michael Garriga-----County Administrator
Tony Nowak -----Board Attorney
Sheriff Bill Rasco-----Sheriff

B. INVOCATION

Supervisor Eugene Thach presented the invocation.

C. PLEDGE OF ALLEGIANCE

D. CITIZEN REMARKS

Supervisor Allen Latimer asked if there was anyone present who wished to speak to the Board of Supervisors regarding an item not listed on the Agenda.

No one came forward.

E. CONSENT

The Board of Supervisors considered the items on the Consent Agenda.

Supervisor Jessie Medlin asked about item 9. He asked if the pricing problem has been resolved on the residential disposal contract with Republic Services/BFI. County Administrator Michael Garriga said it is retroactive for October 1.

Supervisor Eugene Thach made the motion and Supervisor Tommy Lewis seconded the motion to approve the Consent Agenda as follows:

1. Office of Finance & Accounting

- a. Budget Amendments-Detailed in Exhibit E**
- b. Approval Interfund Loan**

From: General County Fund 001-000-054 \$63,897.00
 To: JABG Grant 109-000-149 \$63,897.00

c. Request for Transfer of Sheriff Seized Funds

Case #	Defendant	Date Seized	Receipt #	Amount	Date of Forfeiture
DC-06-0204	Melody Seymour	11/10/06	18920	\$176.00	11/2/11
DC-09-0190	Candy Short	7/22/09	22268	\$700.00	11/2/11
2010-17867	John Mosley	3/18/10	23154	\$891.00	11/2/11
2010-10793	Melvin Malone	2/17/10	23012	\$310.00	11/2/11
09-0265	Londrick Wilson	9/28/09	22458	267.00	9/29/09
06-0074	Monique Hain	7/19/06	18595	75.00	8/1/06
06-0075	Terry Gleason	7/19/06	18595	62.00	7/19/06
08-0210	Anthony Cattrell	9/11/05	N/A	200.00	3/13/09
2010-13837	Fred Beard	3/2/10	23441	135.00	5/28/10
2010-40554	Calvin Bowen	7/4/10	N/A	390.00	7/14/10
2010-42351	Rammy Khalil	7/12/10	N/A	856.00	7/14/10
DC-09-0087	Malcolm Johnson	4/6/09	N/A	523.00	11/17/11
805234106	Treresa Hawkins	7/1/08	N/A	855.00	11/17/11
			TOTAL	\$5,440.00	

Transfer from Sheriff-Seized Fund (123-000-139) \$5,440.00

Transfer to Sheriff-Forfeiture Fund (120-000-238) \$5,440.00

d. Addendum to Agreement w/MailFinance to Replace Postage Machine (no change in terms)

2. Make Part of Minutes

a. Agreement with City of Hernando for Sewer Utility Easements for DC Jail Complex

b. Changes to Official DC Road Map & Register

3. Safety Report (1)

4. Office of Procurement

a. Procurement Card Log for October 2011

DATE	DEPARTMENT	BUDGET	APPROVED EMPLOYEE	VENDOR	INC?	DESCRIPTION OF PURCHASE	INVENTORY ITEM?	UNIT PRICE	TOTAL PRICE	ISSUES / IF ANY
9/21/2011	Justice Court	001-240-587	Karen McNeil	CentreLearn Solutions LLC	Yes	CEUs	no		\$59.95	
10/18/2011	Human Resources	001-107-521	Dixie Lamb	American Planning Association		To post Director of Planning position	No	\$250.00	\$250.00	
10/19/2011	Information Technologies	001-152-574	Sheila Morris	Verisign Information Services	Yes	Renewal of Domain	No	\$125.00	\$125.00	None

b. Solicit Bids for Depository

5. Grants: Accept Homeland Security Communication Grant # 10IC017T/\$62,080.00

6. Authorization of Travel

a. Orientation for New Supervisors – December 13-14, 2011

b. MAS Midwinter Conference – January 9-11, 2012

7. Department of Road Management

a. Approval to Make Changes to Official County Road Map & Register

Allen Farms Subdivisions

<u>Name of Road</u>	<u>Location</u>	<u>Length</u>	<u>Width</u>
Alex Bea Road	Coryelle Rd – Kerri Ruth Road	780'	20
Kerri Ruth Road	Alex Bea Road – End	1856'	24' (cove 80')

Richmond Woods Estates

<u>Name of Road</u>	<u>Location</u>	<u>Length</u>	<u>Width</u>
Steve Henry Road	Gitter Road – End	3653'	24' (cove 80')
Brandi Lane	Steve Henry Rd – End	450'	24'
Susan Lane	Steve Henry Rd – End	511'	24'

b. School Bus Turnarounds

Location	Bus#	Owner	Phone
Tulane Rd. No. of Hwy 304	095	County	
420 Vinson Rd.	441	Virginia Hale	662-429-2065
711 Ross Rd.	447	Dana Tutor	901-406-8879
8511 Sandidge Rd.	472	Lisa Deman	901-491-0994

- 8. **Chancery Clerk Allowance (2)** \$1,200.00 \$2,000.00
- 9. **Solid Waste: Accept Pricing Proposal for Residential Disposal from Republic Svc./ BFI**
- 10. **Notice to Terminate Contract with Current Jail Medical Director-** Dr. Forster Ruhl, Jr.

The motion passed by a vote as follows:

Supervisor Jessie Medlin-----NO
 Supervisor Eugene C. Thach-----YES
 Supervisor Bill Russell-----ABSENT
 Supervisor Allen Latimer-----YES
 Supervisor Tommy Lewis-----YES

See Exhibit E

F. OLD BUSINESS

1. Environmental Services: Consideration of Part Time Employee

Interim Environmental Services Coordinator Ray Laughter said there was discussion at the last Board Meeting about consideration of a part time employee to help with recycling. He said the Board also requested a job description for the part time position.

Mr. Laughter said the County has been awarded a grant from the Local Government Solid Waste Assistance Program in the amount of \$18,859. He said the grant is managed and awarded by MDEQ on a recurring basis. The grant could be used for clean-up of existing and future unauthorized dumps on public and private property, public notice and education related to the proper management of solid waste including recycling, and payment of the cost of employing a local solid waste enforcement officer.

Mr. Laughter recommended appointing David Wright as Environmental Services Solid Waste Enforcement Officer. He said the grant funds would offset approximately half of Mr. Wright’s salary. Mr. Laughter said, with the assistance of the grant, he also recommended the Board to accept these funds and consider hiring a part-time position to assist the Environmental Services Department with the labor and coordination efforts of the County recycling program.

Mr. Laughter said the department needs help with the recycling program. He said the Road Department has had someone working with Environmental Services to perform the work while mowing season is over.

Mr. Laughter presented a job description as requested by the Board of Supervisors for a part time Recycle Trailer Operator. He said the employee would work 20 hours per

week or less. He said that Mr. Wright would not be able to perform that job along with his newly added responsibilities. Mr. Laughter asked for Board approval to post the job description for the open position of Recycle Trailer Operator. He said two employees retired last year and the positions were not filled.

Supervisor Jessie Medlin asked if the salary for the new employee is \$14,736 annually. Mr. Laughter confirmed that amount as correct. Supervisor Medlin said the grant proceeds could affect the cost of the employee, since Mr. Wright is already a full time employee.

At the recommendation of the Interim Environmental Services Officer, Ray Laughter, Supervisor Jessie Medlin made the motion and Supervisor Eugene Thach seconded the motion to approve posting the job description for a newly created part time Recycle Trailer Operator and to make any budget amendments necessary to accommodate the added position. The motion passed by a vote as follows:

Supervisor Jessie Medlin-----YES
Supervisor Eugene C. Thach-----YES
Supervisor Bill Russell-----ABSENT
Supervisor Allen Latimer-----YES
Supervisor Tommy Lewis-----YES

See Exhibit F.1

G. NEW BUSINESS

1. Tax Exemptions: Mississippi Recycling Services, Inc.

President and CEO of DeSoto County Economic Development Council Jim Flanagan introduced Mr. Toby Hagerty of Mississippi Recycling Services, Inc. and Attorney, Dudley Bridgforth. Mr. Flanagan said this company is located in the old pallet manufacturing company in Horn Lake. He said Mississippi Recycling is applying for a 10 year real and personal tax exemption and a freeport warehouse tax exemption.

Mr. Bridgforth said this is a privately owned company out of Chicago and has other facilities throughout the United States. They recycle paper and plastic primarily and have been operational since May 1, 2011. Mississippi Recycling Services, Inc. is now the largest company of its' kind in this area.

Mr. Toby Hagerty said three fourths of their employees live in North Mississippi.

Supervisor Allen Latimer said he lives in Horn Lake and appreciated the company locating their business in that area. He said the number of North Mississippi residents employed by them is very good and he appreciated them giving citizens an opportunity for employment.

Supervisor Jessie Medlin asked if the company owned the land. Mr. Bridgforth said they lease the building. They have invested about half a million dollars in upgrades and equipment and \$550,000 for leasing the property.

Supervisor Allen Latimer made the motion and Supervisor Eugene Thach seconded the motion to approve a 10-year personal and real property tax exemption and a freeport warehouse tax exemption for Mississippi Recycling Services, Inc., finding the business qualifies for the same pursuant to the applicable statute. The motion passed by a vote as follows:

Supervisor Jessie Medlin-----YES
Supervisor Eugene C. Thach-----YES
Supervisor Bill Russell-----ABSTAIN
Supervisor Allen Latimer-----YES
Supervisor Tommy Lewis-----YES

See Exhibit G.1

2. Law Library

Bill Ballard of the Law Library appeared before the Board of Supervisors to update them on the new Law Library and to discuss any questions about the new location and process. He said he wanted to get feedback to learn the interests of the people and he wants to generate more activity. Mr. Ballard asked the Board if they had questions or comments.

Supervisor Allen Latimer said he had no questions. He said he wanted to commend Mr. Ballard for all he has done for the Law Library. Supervisor Latimer asked Mr. Ballard if they have everything they need at the Library and if people understand he is not there to provide legal advice. Mr. Ballard said forms for the public to fill out in relation to their ongoing legal proceeding would help expedite their process, but these forms are not available. Mr. Ballard noted that he could not give legal advice to those who use the library services.

Chancery Clerk Sluggo Davis said his office does not have forms either.

3. Starlanding Road Project/Recommendation of Consulting Engineer

Road Manager Russell Dorris, as the LPA Manager, directed the Board of Supervisors to the information he provided in their packets regarding recommendation for Consulting Engineer for the Star Landing Road Project #STP-0017-00(035). He referred to the process and said they had six applicants. Mr. Russell said there was a committee of five people who weighed the criteria, which is in the packet as well as their recommendation. Mr. Russell said, in addition to the Board considering their selection of EAI/WEI, LLC for the project, he is also requesting approval for the Board Attorney to draft the contract with EAI/WEI, LLC. Mr. Dorris noted the selection process followed MDOT guidelines and that MDOT has concurred with the recommendation being made.

Supervisor Bill Russell asked if EAI/WEI has previously done projects for the County. Mr. Russell said yes. He said Mr. Ferguson was the Lead on the Star Landing Bridge Project and the Tracy Huffman will be the Lead on this project.

Supervisor Bill Russell made the motion and Supervisor Tommy Lewis seconded the motion to accept the recommendation by the Road Manager for a Consulting Engineer on the Star Landing Road Project #STP-0017-00(035) and to approve to making the report of the committee recommending EAI/WEI part of the minutes, and to authorize the Smith, Phillips, Mitchell, Scott and Nowak Law Firm to draft a contract with EAI/WEI. The motion passed by a vote as follows:

Supervisor Jessie Medlin-----NO
Supervisor Eugene C. Thach-----YES
Supervisor Bill Russell-----YES
Supervisor Allen Latimer-----YES
Supervisor Tommy Lewis-----YES

Supervisor Jessie Medlin said his dissenting vote was based on his belief that some Board members should have been involved in picking the committee members and the selection.

See Exhibit G.3

4. Hawks Crossing Subdivision: County Parks

DeSoto County Engineer Andy Swims said the County signed an agreement with the developer of Hawks Crossing Subdivision in February 2008 to do work. The park is located on County property. He said CB&S Bank now owns the development and Todd Whetstone is here to represent the Bank. The Bank has inherited the agreement with the

County. Mr. Swims said the Bank submitted a plan to the County on how the terms of the agreement would be accomplished. Mr. Swims said the park is supposed to be built by the developer. He presented a map and discussed the size of the lake that has been built and said it exceeds the size that was originally agreed upon. Mr. Swims said Mr. Whetstone wants to talk to the Board about the property the lake infringes on and the agreement as well.

Mr. Whetstone, with CB&S Bank, said the County does own the lake that was mistakenly dug out as part of the original development. He said CB&S are bankers and not developers. He said, in finishing the lake, the contractor inadvertently also conducted some construction activity on the County's property when expanding water detention structures. The extent of the contractors activities on County property measures about 1.70 acres according to measurements taken on Friday. Mr. Whetstone said the Bank wants to do the right thing and compensate the County for what they infringed upon. He said, as a result of the development, there is the County's public lake now adjoined with the development's private lake. Mr. Whetstone said CB&S Bank would donate four acres of land on the east side of the lake to the County. He said the four acres would take care of having a part private and part public lake. Mr. Whetstone said this would include the improvements to the park. He said they have been talking to Larry Jarrett of the Greenways Program about how greenways affect this plan. He said the Greenways Program has evolved since all of this came up. They would like to give the County cash in lieu of the build out of the park originally contemplated, so the County put the money in escrow until it is ready to be decided how to finish and manage the green space. He said they would like to provide the seed money to start the program.

Supervisor Tommy Lewis said he has talked to Larry Jarrett about an outdoor classroom. He asked if there is a way for this to be under the Greenways Program.

Board Attorney Tony Nowak said there is a way to work it through greenways. He said there are several ways to work this through greenways or a County park system or recreation district. Placing the money in escrow until a final decision can be made is the best way to handle this.

Supervisor Lewis said there is property on the west side of Camp Creek Canal that we may be able to swap. Greenways Coordinator Larry Jarrett said, if property is swapped, it could change the complexity of the property.

Mr. Nowak said there are guidelines for disposing property. He said he is not sure at this point if a swap can be accomplished, but he can look into it.

County Administrator Michael Garriga asked if this money would be in escrow with the County or the Greenways Program. Supervisor Allen Latimer said it looks like the County would put the money in escrow.

Mr. Swims presented the following proposal outline:

1. CB&S will pay to the County a cash sum in lieu of performing the work required to improve the County's green space as originally required by the memorandum of understanding (MOU). Mr. Swims is to determine a proper sum to be paid. An agreed upon figure will be included in a letter of agreement (LOA) to be entered into between the County and CB&S Bank.
2. CB&S will convey to the County the additional 4 acres +/- of additional detention pond area where the Bank recently removed borrow material. The conveyance is intended as full and complete satisfaction of damages to the County resulting from the taking of borrow material from County property, and to offset deviations between the completed lake as constructed compared to the original plan. CB&S will released and forever discharged , from all claims and demands, actions and causes of action, held by County for compensation for the removal of borrow material.
3. CB&S will convey to the County 2 ingress/egress easements to access the County's

green space. These points will be at the Northeast and Southeast corners of the property. The Northeast access point is the one originally anticipated in the initial MOU. The Southeast point is the new road shown on your plans that ties into the road along the north property line of the school.

4. CB&S will commit to plat/record a new common open space area within Phase 3 of the Hawks Crossing PUD upon which they will develop a community center to be owned and operated by the HOA consistent with the conceptual plan approved by the Board of Supervisors and Planning Commission in 2006.

5. CB&S will commit to provide maintenance easements, not less than 12' wide, on all lots which abut the detention pond. These will include rights of ingress/egress for the County or its subcontractors.

6. A description of the work required to improve the detention pond to bring in compliance with the original plans will be set forth. Mr. Swims will provide a description of the work.

Supervisor Lewis asked if the large lot is part of the four acres. Mr. Whetstone said no. He said it starts at the walking trail.

Mr. Whetstone said this would help alleviate issues for both sides.

Mr. Nowak said the intent is to enter into a letter of agreement outlining the general concepts and terms and that the parties would ultimately be required thereafter enter into a detailed development agreement.

Supervisor Russell asked why the walking trail did not continue around the entire lake. Mr. Swims said there was never a plan to continue it around the lake.

Supervisor Russell said he was concerned about the amount money. He said it does not look fair. He said the original developer takes County land by mistake and now the bank takes more County land by mistake. Then the County gets the lake and it does not seem right. He asked Mr. Jarrett if this is what they want. Mr. Jarrett said, according to Fischer and Arnold Engineers, it is enough money to do what we want to do. He agreed that the County owning the lake would alleviate problems in the future. He said the landowners know this is a public right of way and lake and this is not typical.

Mr. Whetstone said the Bank is now offering access to the south side and make the lake available to other county residents as well. He said it would be clear that is not part of the County's property. Mr. Whetstone said there would be access to the north side according to the agreement. He said it would tie in at the southeast corner. He said a road would be made as future phases of the subdivision are built. He stated that the value of the property being donated by the Bank to the County far exceeds any damages the County may have incurred as a result of the removal of borrow material.

Mr. Nowak said that is the reason a complex development agreement is needed and the letter of agreement will require the development agreement be entered into.

Supervisor Medlin said it looks like the changes should be on the plat so people would know who owns the property when they purchase a lot.

Supervisor Latimer said he thinks the agreement needs to be in place so it is not misleading.

Mr. Swims said there are many unknowns because there have been so many different plans. He said there is no way to know if the development at the back will ever happen or if it would happen soon. He said this could be an opportunity to make better changes that for the County.

Supervisor Latimer said he understands, but they are asking Board of Supervisors to vote

on something without knowing the details.

Supervisor Russell said he liked the idea of the County having the money instead of the Bank. He said they do not know what is going on and what may be changed.

Supervisor Russell asked what Mr. Swims is requesting from the Board of Supervisors today. Mr. Swims said he asking for approval of the general concepts as outlined with the understanding a more detailed agreement will be prepared and presented to the Board.

Supervisor Tommy Lewis made the motion and Supervisor Bill Russell seconded the motion to approve the concept for Hawks Crossing Subdivision as presented by the DeSoto County Engineer and Todd Whetstone, representative with CB&S Bank, with emphasis on greenways and education, and to hire the Smith, Phillips, Mitchell, Scott and Nowak Law Firm to draft the letter of agreement and subsequent development agreement. The motion passed by a vote as follows:

Supervisor Jessie Medlin-----YES
 Supervisor Eugene C. Thach-----YES
 Supervisor Bill Russell-----YES
 Supervisor Allen Latimer-----YES
 Supervisor Tommy Lewis-----YES

See Exhibit G.4

5. Office of Finance & Accounting: Claims Docket

a. Supplemental Claims Docket

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

In accordance with Section 19-13-31 and Section 19-11-23 of the Mississippi Code Annotated, Supervisor Bill Russell made the motion and Supervisor Eugene Thach 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-----YES
 Supervisor Eugene C. Thach-----YES
 Supervisor Bill Russell-----YES
 Supervisor Allen Latimer-----YES
 Supervisor Tommy Lewis-----YES

b. Inventory Control Dispositions

(1.) Preliminary/IT Dept.

Inventory Control Clerk Charmaine McCool presented a list of preliminary dispositions for the IT Department as follows:

Asset #	Serial #	Description	Reason for Disposal	Location at Preliminary
8155	23B0896 8826028	IBM 3487 Terminal	Broken/Disposal	I.T.
730055	2349532	IBM Display Station	Broken/Disposal	I.T.
30706	MX98P1VD8X	HP Deskjet Printer	Broken/Disposal	I.T.
31303	T560SKGXKAA0N	Monitor	Broken/Disposal	I.T.
31422	A11021202241	19" Viewsonic Monitor	Broken/Disposal	I.T.
31782	0028116095	Gateway PC	Broken/Disposal	I.T.
31864	0026490722	Gateway E3600 PC	Broken/Disposal	I.T.
31865	0025728797	Gateway E3600 PC	Broken/Disposal	I.T.
32558	0029819638	Gateway E4000 PC	Broken/Disposal	I.T.

32579	90S024703507	15" Viewsonic	Broken/Disposal	I.T.
32581	709031405948	19" Viewsonic	Broken/Disposal	I.T.
32610	90S031102172	15" Viewsonic	Broken/Disposal	I.T.
32611	90S031201700	15" Viewsonic	Broken/Disposal	I.T.
32624	I03023360171	Clone PC	Broken/Disposal	I.T.
32631	156348	Fantom DVD Drive (external)	Broken/Disposal	I.T.
33426	32ZG1499	Clone PC in Black Rackmount Case	Broken/Disposal	I.T.
33437	E85Z3861708U	18" Proview PL866S	Broken/Disposal	I.T.
33460	E85Z3861717U	18" Proview PL866S	Broken/Disposal	I.T.
33548	8NK7529	Lexmark 2480 Forms Printer	Broken/Disposal	I.T.
34749	MXL5210MY7	HP DC5000 PC	Broken/Disposal	I.T.
34750	CNN530025F	17" HP Monitor	Broken/Disposal	I.T.
34877	MY5A44Q1HQX	HP 6540 Deskjet Printer	Broken/Disposal	I.T.
35156	C3CMMW1M	Pentium 4 PC	Broken/Disposal	I.T.
35172	MXD4290D2T	HP Compaq PC	Broken/Disposal	I.T.
35365	0105T274206	Lexmark Inkjet Printer	Broken/Disposal	I.T.
35514	0716883804	Howard Desktop PC	Broken/Disposal	I.T.
35557	0730554304	Howard Desktop PC	Broken/Disposal	I.T.
35559	0730574304	Howard Desktop PC	Broken/Disposal	I.T.
35568	MXD43806LB	HP Desktop PC	Broken/Disposal	I.T.
35592	BZ000441411853	17" Philips Monitor	Broken/Disposal	I.T.
35601	BICX800008H	Samsung Color Printer	Broken/Disposal	I.T.
35674	WCCE4601324	15" Princeton Monitor	Broken/Disposal	I.T.
35675	ETL240B105446013 28RH14	15" Acer Monitor	Broken/Disposal	I.T.
35687	BBB8001	Dell Optiplex PC	Broken/Disposal	I.T.
35688	C8B8001	Dell Optiplex PC	Broken/Disposal	I.T.
35689	26BR301	Dell Optiplex PC	Broken/Disposal	I.T.
35690	69B8001	Dell Optiplex PC	Broken/Disposal	I.T.
35691	BCB8001	Dell Optiplex PC	Broken/Disposal	I.T.
35692	6YCP301	Dell Optiplex PC	Broken/Disposal	I.T.
35809	SMXL5330M73	HP Compaq PC	Broken/Disposal	I.T.
35940	9C13242	Lexmark 2490 Forms Printer	Broken/Disposal	I.T.
35949	ETL6909677110035 C3712	Acer Monitor	Broken/Disposal	I.T.
35975	PSP37060647290099 A2713	Acer PC	Broken/Disposal	I.T.

(2) Preliminary & Final/Emergency Services

In addition, Mrs. McCool presented a preliminary and final disposition for a radio for EMS as described below:

ASSET #	DESCRIPTION	SERIAL #	REASON FOR DISPOSAL	LOCATI ON AT PRELIM INARY	PRELIMINARY APPROVAL DATE	DISPOSED OF BY	LOCATION OF FINAL DISPOSAL
38224	KENWOOD H/H RADIO	TK2170K-AKP	LOST/MIS SING	MEDIC 2		UNKNOWN	UNKNOWN

At the recommendation of the Inventory Control Clerk, Supervisor Tommy Lewis made the motion and Supervisor Jessie Medlin seconded the motion to approve the preliminary dispositions for the IT Department and the preliminary and final disposition for Emergency Services. The motion passed by a vote as follows:

Supervisor Jessie Medlin-----YES
 Supervisor Eugene C. Thach-----YES
 Supervisor Bill Russell-----YES
 Supervisor Allen Latimer-----YES
 Supervisor Tommy Lewis-----YES

See Exhibit G.5.b

6. Board Attorney: Approval to Draft Inter-local Agreement for Animal Shelter

Board Attorney Tony Nowak said the City of Olive Branch recently reached out to him regarding assistance from the County Animal Shelter. Mr. Nowak said they would like to use the County Shelter for the overflow of animals in the City. He said this agreement would be the same terms as the Walls agreement with a fee of \$50 per animal and the city paying extraordinary medical expenses.

Vanessa Lynchard said she checked with the DeSoto County Animal Shelter and they are in agreement.

Supervisor Jessie Medlin asked if this is for overflow of animals. Vanessa said yes. This is really a good idea because at some point, the County may need to use their Shelter as well.

Supervisor Bill Russell confirmed this is a reciprocal agreement. Vanessa said no, but if there is an outbreak at the Shelter, the County would need help housing the animals.

Supervisor Bill Russell made the motion and Supervisor Eugene Thach seconded the motion to authorize Vanessa Lynchard to work with Board Attorney, Tony Nowak, to draft an inter-local agreement between the DeSoto County Animal Shelter and the City of Olive Branch, Horn Lake and Southaven the preparation of reciprocal agreements for housing animals in each other's Shelter when necessary. The motion passed by a vote as follows:

Supervisor Jessie Medlin-----YES
Supervisor Eugene C. Thach-----YES
Supervisor Bill Russell-----YES
Supervisor Allen Latimer-----YES
Supervisor Tommy Lewis-----YES

Supervisor Jessie Medlin if we should make sure they have space before we spend money working on agreements. Vanessa said the Animal Shelter also has mobile trailers as backup.

Supervisor Jessie Medlin made the motion and Supervisor Bill Russell seconded the motion to approve the interlocal agreement with the City of Olive Branch as fully described in Exhibit G.6. The motion passed by a vote as follows:

Supervisor Jessie Medlin-----YES
Supervisor Eugene C. Thach-----YES
Supervisor Bill Russell-----YES
Supervisor Allen Latimer-----YES
Supervisor Tommy Lewis-----YES

See Exhibit G.6

7. IT Department: Consideration of Maintenance of Printer Contract with Tsagarakis Technical Services

IT Director John Mitchell presented a maintenance contract for with Tsagarakis Technical Services for printers in a various County offices. Mr. Mitchell said the County currently pays \$629 per month for maintenance and this contract is \$435 per month. He said this is a savings for the County of approximately \$2,300 per year.

Supervisor Jessie Medlin asked if this company is an individual. Mr. Mitchell said it is a company in Mississippi and he has received references from other of their customers. He said there is a potential for better service from this company.

Supervisor Eugene Thach made the motion and Supervisor Bill Russell seconded the motion to approve the maintenance agreement for printers with Tsagarakis Technical Services. The motion passed by a vote as follows:

Supervisor Jessie Medlin-----YES
Supervisor Eugene C. Thach-----YES
Supervisor Bill Russell-----YES
Supervisor Allen Latimer-----YES
Supervisor Tommy Lewis-----YES

See Exhibit G.7

8. Coroner: Unclaimed Body

Vanessa Lynchard said Coroner Jeffrey Pounders called regarding an unclaimed body. Mr. Pounders told Mrs. Lynchard that he has made every effort to find someone to claim the body, but has been unsuccessful.

Supervisor Bill Russell made the motion and Supervisor Jessie Medlin seconded the motion to approve the Coroner to dispose of the unclaimed body of Charman Raye, female, who died in DeSoto County on or around November 6, 2011, in accordance with section 41-39-5 of the Mississippi Code, which states any coroner acquiring possession of a dead human body that is not claimed for burial or cremation within forty-eight hours of its acquisition shall give written notice thereof to the Board of Supervisors. If the body thereof shall not be claimed within five days, the Board of Supervisors shall authorize and direct the burial or cremation and burial of the residue of such dead body. The reasonable expense of such burial or cremation and burial of the dead body shall be borne by the county of residence or settlement of the dead body thereof is located. It shall be the duty of the Board of Supervisors to make arrangements for the cremation and burial of the dead body and the expense of such shall be borne by the county of residence. The motion passed by a vote as follows:

Supervisor Jessie Medlin-----YES
Supervisor Eugene C. Thach-----YES
Supervisor Bill Russell-----YES
Supervisor Allen Latimer-----YES
Supervisor Tommy Lewis-----YES

See Exhibit G.8

9. Renewal of Maintenance Contracts for Circuit Court Administrators with D&M Office Equipment

Vanessa Lynchard presented two contracts for printers in Circuit Court. Mrs. Lynchard said the printers are for the Circuit Court Administrators in Judge Murphy and Judge Chamberlin’s offices and that Judge Chamberlin approved the contracts.

Supervisor Bill Russell made the motion and Supervisor Jessie Medlin seconded the motion to approve two maintenance contracts with D&M Office Equipment for two copiers in Circuit Court. The motion passed by a vote as follows:

Supervisor Jessie Medlin-----YES
Supervisor Eugene C. Thach-----YES
Supervisor Bill Russell-----YES
Supervisor Allen Latimer-----YES
Supervisor Tommy Lewis-----YES

See Exhibit G.9

10. Office of Procurement

a. Receiving Clerks Training

Procurement Director Vanessa Lynchard said she and the County Administrator Michael Garriga had discussed training for Receiving and Requisition Clerks in the County.

Mr. Garriga said he and Vanessa had concerns about the clerks knowing the process because there are so many departments and new people now working in the County They felt it necessary to communicate more effectively and bring all areas into training. Mr.

Garriga said there are many statutes and they want to make sure the County's house is in order. There is more accountability when people are trained.

Vanessa said the training would be mandatory to keep everyone following the same guidelines. If there is an inconsistency, it can cause an issue in the processing of information, which can take a lot of time to resolve.

Supervisor Allen Latimer asked if the clerks would be paid for performing this task and asked who would train them. Vanessa said she would host the general training program. She said the clerks are current employees of the County, and have performed the work for some time. They do not receive extra pay for performing this task. Vanessa said it is good business and good government to do yearly training for receiving clerks.

b. Requisition Training

Vanessa said she feels like requisition training would accomplish the same goal as the receiving clerk training and make it specific to that task.

Supervisor Bill Russell asked if this is as extra part of the job. Vanessa said it is not extra, but part of the job.

Supervisor Jessie Medlin said he thinks the County needs to go a step further and have the elected and appointed offices participate in the training as well. This would help take care of taxpayer money.

Mr. Garriga said, before they request that a clerk be appointed to one of these areas, the clerk should know this training is mandatory and part of their job.

Supervisor Allen Latimer suggested a refresher course every quarter.

Supervisor Bill Russell made the motion and Supervisor Eugene Thach seconded the motion to approve implementing a mandatory training program for assistant receiving clerks, and requisition clerks, which would be held during the business day and to invite elected and appointed offices to participate. The motion passed by a vote as follows:

Supervisor Jessie Medlin-----YES
Supervisor Eugene C. Thach-----YES
Supervisor Bill Russell-----YES
Supervisor Allen Latimer-----YES
Supervisor Tommy Lewis-----YES

11. Dept. of Road Management

a. Finding of Fact: 7903-7921 Tyler Cove, Ranch Meadows Subdivision

Road Manager Russell Dorris presented information and pictures regarding damages associated with drainage and erosion to property located at 7903–7921 Tyler Cove, Ranch Meadows Subdivision. Mr. Dorris said the drainage problems are causing damage to the County's road but that some of the damage is also off the County's right of way. The costs of repairs are estimated at \$6,600. Mr. Dorris asked for the Board's consideration to perform the work on this property due to the drainage damaging the County's road and based upon the finding of fact in accordance with Mississippi Code section 19-5-92.1 that the erosion is causing a public health and safety hazard. He said he believes he has found a less expensive way to make the repairs.

Supervisor Jessie asked how old the subdivision is. Mr. Dorris replied, 20 years old or more.

At the recommendation of the Road Manager, Supervisor Bill Russell made the motion and Supervisor Eugene Thach seconded the motion to approve repairs up to \$6,600 on

property located at 7903–7921 Tyler Cove, Ranch Meadows Subdivision, after determining the finding of fact of drainage and erosion to the property is damaging the County’s road, and is creating a public health and safety hazard in accordance with Mississippi Code section 19-5-92.1. The motion passed by a vote as follows:

Supervisor Jessie Medlin-----NO
Supervisor Eugene C. Thach-----YES
Supervisor Bill Russell-----YES
Supervisor Allen Latimer-----YES
Supervisor Tommy Lewis-----YES

See Exhibit G.11.a

b. Recommendations for Bridge Repairs, Request to Expend Budgeted Bridge Funds and Obtain Assistance from State Aid Engineer to Establish Bid Specifications and Advertise Bids

Road Manager Russell Dorris presented the DeSoto County Bridge Maintenance Repairs-Budgetary Opinion of Probable Costs for the Board of Supervisors’ consideration for approval. Mr. Dorris explained the list and location map of the initial priorities for bridge maintenance repairs in the unincorporated areas of the County and said the ranking of the initial priorities was developed from the bridge inspection reports.

Supervisor Jessie Medlin asked if an engineer is needed to do all this work. Mr. Dorris said some work may require an engineer and some may not. If there is structure damage an engineer would be needed and possibly an attorney.

Supervisor Medlin said he would like to see bids on the repairs from Mr. Dorris and Engineer Tracy Huffman. He said that is a lot of money to spend.

Supervisor Bill Russell asked Mr. Dorris if he has communicated with the person who does beaver control for the County. Mr. Dorris said no, but he tried to reach him.

At the recommendation of the Road Manager, Supervisor Bill Russell made the motion and Supervisor Tommy Lewis seconded the motion to approve expending budgeted County bridge funds not to exceed \$1.41 million for bridge maintenance repairs, in accordance with the list and location map as detailed in Exhibit G.11.b to advertise for bids. Included in the motion, hire the Smith, Phillips, Mitchell, Scott and Nowak Law Firm for legal assistance in obtaining any necessary rights-of-way and legal easements, and to obtain assistance from the County State Aid Engineer, Tracy Huffman to establish bid specifications and advertise for bids. The motion passed by a vote as follows:

Supervisor Jessie Medlin-----YES
Supervisor Eugene C. Thach-----ABSENT
Supervisor Bill Russell-----YES
Supervisor Allen Latimer-----YES
Supervisor Tommy Lewis-----YES

See Exhibit G.11.b

12. District 5 Parks: Hernando Youth Sports - \$12,000

Supervisor Tommy Lewis said there is a local and private is in place for \$40,000. Supervisor Lewis said there is \$12,000 remaining in the allowable allocation, and he wants to donate it to the Hernando Youth Sports.

Supervisor Tommy Lewis made the motion and Supervisor Jessie Medlin seconded the motion to approve issuing \$12,000 to the Hernando Youth Sports from the District 5 Park Fund in accordance with the local and private legislation. The motion passed by a vote as follows:

Supervisor Jessie Medlin-----YES

Supervisor Eugene C. Thach-----YES
Supervisor Bill Russell-----YES
Supervisor Allen Latimer-----YES
Supervisor Tommy Lewis-----YES

See Exhibit G.12

13. 2012 Legislative Agenda – December 5, 2011

County Administrator Michael Garriga said the Legislators would be attending the Board Meeting scheduled for December 5, 2011. Mr. Garriga suggested the Board of Supervisors notify the Administrative Services Department to add any requests that are not on the current list.

14. Facilities Management: Olive Branch Food Pantry

Director of Facilities Management Kenny Evans said Board Attorney Tony Nowak is working on an agreement with the Olive Branch Food Pantry Ministry.

Board Attorney Tony Nowak said he has discussed the agreement with Mr. Snyder. Mr. Snyder is reviewing the agreement. Mr. Nowak said he would bring the agreement back to the next meeting.

15. DeSoto County Logo and Branding Project

County Administrator Michael Garriga said with the end of the year approaching and new supervisors being sworn in, it is a good time to identify a county brand and logo. It would appear on business cards, letterhead and no other logos would be used.

IT Project Manager Mary Jane Thaxton said it would actually be a seal that everyone would be able to access.

Supervisor Eugene Thach said he thought a committee should be formed and then present it to the new Board in January.

Supervisor Jessie Medlin made the motion and Supervisor Bill Russell seconded the motion to authorize the County Administrator to form a committee to design a seal and brand name for DeSoto County. The motion passed by a vote as follows:

Supervisor Jessie Medlin-----YES
Supervisor Eugene C. Thach-----YES
Supervisor Bill Russell-----YES
Supervisor Allen Latimer-----YES
Supervisor Tommy Lewis-----YES

H. EXECUTIVE SESSION

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

I. OTHER ISSUES

1. Sheriff's Department

Sheriff Bill Rasco said the Sheriff's Department has successfully completed CLEA Accreditation.

2. Political Signage

Supervisor Jessie Medlin asked that political signs be removed in the unincorporated county.

3. Jail Inspection

Supervisor Allen Latimer asked how often the Board of Supervisors inspects the jail. Sheriff Bill Rasco said the Board of Supervisors inspects the jail on an annual basis.

4. Star Landing Road Corridor

Supervisor Tommy Lewis made the motion and Supervisor Eugene Thach seconded the motion to authorize the Smith, Phillips, Mitchell, Scott and Nowak Law Firm to draft an agreement WEI/EAI, LLC regarding services for the Star Landing Road corridor project. The motion passed by a vote as follows:

Supervisor Jessie Medlin-----YES
Supervisor Eugene C. Thach-----YES
Supervisor Bill Russell-----YES
Supervisor Allen Latimer-----YES
Supervisor Tommy Lewis-----YES

5. Interlocal Agreement-Horn Lake Creek

Supervisor Bill Russell made the motion and Supervisor Jessie Medlin seconded the motion to approve the interlocal agreement with Horn Lake Creek allowing them to purchase material on County bids and to authorize the Board President to sign the agreement. The motion passed by a vote as follows:

Supervisor Jessie Medlin-----YES
Supervisor Eugene C. Thach-----YES
Supervisor Bill Russell-----YES
Supervisor Allen Latimer-----YES
Supervisor Tommy Lewis-----YES

6. County Holidays

County Administrator Michael Garriga said there is a standing Board order to follow the State when taking time off for holidays. Mr. Garriga said the Governor declared December 23rd and 26th for holidays to celebrate Christmas and January 1st and 2nd to celebrate New Year's.

Supervisor Jessie Medlin said he thinks the holidays are costing the County too much money and the policy should be addressed.

7. Valleybrook Road Update – Box Culvert

County Consulting Engineer Tracy Huffman said the preliminary design for the box culvert on Valleybrook Road has been completed and it is in the process of approval with State Aid now. Mr. Huffman said they are coordinating with the City of Horn Lake and they are moving forward on the project. He said he anticipates completing this phase by the end of the year so that construction could possibly begin in the spring/summer.

Supervisor Eugene Thach made the motion and Supervisor Bill Russell seconded the motion to adjourn the meeting until December 5, 2011 at 9:00 a.m. The motion passed by a vote as

follows:

Supervisor Jessie Medlin-----YES
Supervisor Eugene C. Thach-----YES
Supervisor Bill Russell-----YES
Supervisor Allen Latimer-----YES
Supervisor Tommy Lewis-----YES

THIS the 21st day of November 2011. These minutes have been read and approved by the DeSoto County Board of Supervisors.

Allen Latimer, President
DeSoto County Board of Supervisors