

DESOTO COUNTY BOARD OF SUPERVISORS

BOARD MEETING MINUTES

MARK GARDNER, PRESIDENT PRESIDING

November 4, 2013

A. CALL TO ORDER

The November 4, 2013 meeting of the DeSoto County Board of Supervisors was called to order by Supervisor Mark Gardner, Board President.

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

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

B. INVOCATION

Supervisor Mark Gardner presented the Invocation.

C. PLEDGE OF ALLEGIANCE

D. CITIZENS REMARKS & PRESENTATIONS

E. APPROVAL OF OCTOBER MINUTES

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

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

Supervisor Mark Gardner requested changing the following portions of the minutes for October 21, 2013:

1) Reference to the 3rd graders from "Lewisburg School" should be changed to "Southaven Intermediate School".

3rd graders from Lewisburg School should be changed to Southaven Intermediate School.

2) The vote on item number G.2.c for Supervisor Lee Caldwell should be changed from "abstain" to "absent".

3.) The vote for Supervisor Lee Caldwell in the Planning portion of the minutes for item number A. Rezoning Amendment: Eastbrooke Planned Development Rezoning (724) should be changed from "absent" to "abstain".

Supervisor Lee Caldwell made the motion and Supervisor Jessie Medlin seconded the motion to accept the minutes of the Board of Supervisors for October 2013, as presented this date with changes previously submitted, including revisions as submitted above.

The motion passed by a vote as follows:

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

See Exhibit E

F. APPROVAL OF AGENDA: ADDITIONS AND DELETIONS

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

The following requests were made to add to the Agenda:

1. Chief Financial Officer Tom Arnold requested adding the following items:
 - a. Modify Budget Amendment to move funds for EMA
 - b. Late Bill to Jordan’s Body Shop
2. Road Manager Andy Swims requested adding the following:
 - a. Hallum Estates Project; Final figures
 - b. Purchase of Air Compressor
3. Director of Administrative Services Pat McLeod requested adding Personnel – Animal Shelter to Executive Session
4. Supervisor Jessie Medlin requested adding an issue with the county phone system
5. Board Attorney Tony Nowak requested the following:
 - a. Remove item K.3 Polk Lane from executive session, and move to Open Session
 - b. Add 3 possible executive session discussion items to potential litigation in executive session as follows:
 - 1) ES&S
 - 2) Willow Bend Estates
 - 3) Dixie Creek
6. County Administrator Vanessa Lynchard requested to remove Soil and Water part of the exhibit in item number K.1.a from Executive Session to Open Session.
7. Supervisor Lee Caldwell requested adding discussion regarding an Agri Ed Study.
8. Supervisor Harvey Lee requested adding the following:
 - a. Discussion regarding cars parked in homeowner’s yard with not inspection sticker or tag.
 - b. Possible executive session discussion items to potential litigation in executive session, to wit: Dixie Hill Estates / Dixie Lane

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

The motion passed by a vote as follows:

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

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

1. Chief Financial Officer Tom Arnold requested adding the following items:

a. Modify Budget Amendment to move funds for EMA

Supervisor Lee Caldwell made the motion and Supervisor Harvey Lee seconded the motion to approve moving \$13,000 in grant funds previously received, from the general fund to fund 315 for additional cameras and equipment at the new EMA Building.

The motion passed by a vote as follows:

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

See Exhibit F.1.a

b. Late Bill to Jordan's Body Shop

Supervisor Lee Caldwell made the motion and Supervisor Jessie Medlin seconded the motion to approve paying a late bill to Jordan's Body Shop in the amount of \$730.40 for repairs to the Tax Assessor's vehicle which was covered by the other driver's insurance company. The county was not out any funds for the repairs.

The motion passed by a vote as follows:

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

See Exhibit F.1.b

2. Road Manager Andy Swims requested adding the following:

a. Hallum Estates Project; Final figures

Road Manager Andy Swims read the final figures for the work on Hallum Estates as follows:

Hallum Estates Construction Cost		
County Inhouse Work:	6/20/2013	\$ 2,698.43
	6/21/2013	\$ 627.98
	6/24/2013	\$ 6,714.24
	7/2/2013	\$ 112.68
	8/8/2013	\$ 102.68
	8/15/2013	\$ 2,019.30
	8/21/2013	\$ 2,391.45
	9/9/2013	\$ 5,445.17
	9/16/2013	\$ 165.22
	9/16/2013	\$ 1,571.74
	9/17/2013	\$ 9,981.80
	9/18/2013	\$ 7,849.26
	9/20/2013	\$ 787.96
	9/23/2013	\$ 1,608.19
	10/2/2013	\$ 11,400.31
	10/7/2013	\$ 2,587.07
	10/3/2013	\$ 115.40
	10/15/2013	\$ 43.23
	Subtotal:	\$ 56,222.11
Cleveland Construction:		\$ 16,475.00
Timber Appraisal:		\$ 300.00
Payment to David Frassinelli:		\$ 1,975.00
	Subtotal:	\$ 18,750.00
Remaining:		
Estimated Construction Engineering:		\$ 10,000.00
Estimated Additional Rip Rap Cost:		\$ 34,000.00
Estimated Cost of Reseeding/Erosion Control:		\$2,600
	Subtotal:	\$ 46,600.00
	TOTAL:	\$ 121,572.11
	Budgeted:	\$ 207,000.00
Horn Lake Creek Drainage District (HLCDD) to reimburse half up to \$100,000:		\$ 60,786.06
Our Cost:		\$ 60,786.06
Remaining in budget:		\$ 46,213.95
Note: Spent \$17,000 for material cost on rip rap or \$34,000 to instal		
Hallum Estates Engineering Design Cost:		
	Paid to date:	\$40,000
	HLCDD Agreed to Pay:	\$15,000
	County Cost:	\$25,000

Supervisor Bill Russell said he would like to let the Board know that this project could have cost the county a lot more money. Supervisor Russell said due to the efficiency of the Road Manager and Road Department employees, and how much they care about their work, the bids were probably three times lower than they could have been. They did a great job on this.

Mr. Swims thanked Supervisor Russell and said he has great employees and they do a very good job. Mr. Swims said he did not want to close out the project until spring because he would like to see if any more work will need to be done due to winter weather. He said he is holding \$10,000 in reserve for that purpose.

Supervisor Russell asked if this could be put on the spray program to help keep weeds to a minimum. Board Attorney Tony Nowak said he would check to see if the county would be

allowed to spray for weeds.

Mr. Swims said \$75,000 will be designated for Cowpen Creek and some of this money will be moved to this project. Supervisor Russell asked if the remainder in the budget of \$46,213.95 could be moved to the Horn Lake Creek Project; Mr. Swims said yes.

Supervisor Russell said he would like for MDOT to meet with Mr. Swims and himself regarding opening the culvert on Highway 301. He said it is about 40% blocked. Mr. Swims said he has called them and have not gotten a response but he will call again.

b. Purchase of Air Compressor

Road Manager Andy Swims said the compressor at the Road Department is over 18 years old and it needs to be replaced. Mr. Swims said the lowest quote is \$11,384.78. Mr. Swims said the compressor is being shared with the Sheriff’s Department and requested sharing in the cost of a replacement. He said they do share in the costs of some equipment.

Sheriff Bill Rasco said this is the first time he has heard of his department purchasing equipment to use at the Road Department. He said the Sheriff’s Department furnishes a trusty to do oil changes at the Road Department, but they are not reimbursed for that service and material.

Mr. Swims the department uses a pressure washer, air compressor, supplies for cars and they have separate bays.

County Administrator Vanessa Lynchard said, since the Road Department uses the equipment more, she suggested the Road Department pay 50%; the Sheriff’s Department and Fleet Management pay 25% each.

Mr. Swims said the tank has had 18 years of weather and use and it is taking longer to build pressure. It is hardly functioning. Mr. Swims said he ordered the new air compressor and requested the Board consideration on how to pay for it.

Supervisor Bill Russell said he thought the Sheriff’s Department should share the cost because they use they use the equipment.

Supervisor Mark Gardner said he appreciated both Mr. Swims and Sheriff Rasco watching pennies for taxpayer dollars.

Supervisor Jessie Medlin made the motion and Supervisor Harvey Lee seconded the motion to approve the purchase of an air compressor for the Road Department in the amount of \$11,384.78 from Road Department funds. Mr. Medlin noted that the Road Manager could always come to the Board to seek funding if the purchase of the equipment creates a shortfall later in the year.

The motion passed by a vote as follows:

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

3. Director of Administrative Services Pat McLeod requested adding Personnel – Animal Shelter to Executive Session

This item was later determined to qualify for executive session.

4. Supervisor Jessie Medlin requested adding an issue with the county phone system

This topic was discussed under item number H.2.

5. Board Attorney Tony Nowak requested the following:

a. Remove item K.3 Polk Lane from executive session, and move to Open Session

Supervisor Jessie Medlin made the motion and Supervisor Harvey Lee seconded the motion to approve cutting the settlement checks for right of way acquisition along Polk Lane, in the amount of \$54,000, payable to Whitaker DeSoto, LLC, as this offer of compensation was previously approved by the Board and has been accepted by Whitaker DeSoto, LLC.

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. Add 4 possible executive session discussion items to potential litigation in executive session as follows:

- 1) ES&S
- 2) Willow Estates
- 3) Dixie Creek
- 4) Dixie Hill Estates / Dixie Lane

These items were later determined to qualify for executive session.

6. County Administrator Vanessa Lynchard requested to remove Soil and Water part of the exhibit in item number K.1.a from Executive Session to Open Session.

Supervisor Jessie Medlin made the motion and Supervisor Harvey Lee seconded the motion to accept the Soil and Water District’s hiring of Jennifer Wilson as District Clerk for Soil and Water Conservation at \$13.25 per hour to replace Jackie James.

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>

7. Supervisor Lee Caldwell requested adding discussion regarding an Agri Ed Study.

Supervisor Lee Caldwell said a parent who has a child in 4-H said there was no place in the county where children can show their animals. She said a few years ago they there was grant money to build arenas and all but 26 counties participated.

Supervisor Lee Caldwell made the motion and Supervisor Harvey Lee seconded the motion to hire Mississippi State to conduct a feasibility study for the development of an Agri Ed facility; to approve paying up to \$30,000 for the study; to approve paying up to \$30,000 for the study; and to hire the Smith, Phillips, Mitchell, Scott and Nowak Law Firm to draft an agreement regarding the matter.

The motion passed by a vote as follows:

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

Supervisor Russell said he does not want to spend \$30,000 unless he knows where the money is

coming from.

Supervisor Caldwell said grant money may be available. She said the money is in the budget. Supervisor Caldwell said some arenas have attracted other venues of support which helps with cost.

Supervisor Jessie Medlin said he does not have a problem with doing research, but he does not want to hire architects and engineers that might end up costing the county millions of dollars. He said he does not want to spend \$30,000.

Supervisor Mark Gardner said he is hesitant because Mississippi State has not done the salary study in a timely manner. He said he would like to know about best practices of other arenas to make sure this could be self-sufficient.

8. Supervisor Harvey Lee requested adding discussion regarding cars parked in homeowner's yard with no inspection sticker or tag.

Supervisor Lee asked if there is anything the county can do about vehicles sitting in yards with no inspection sticker or car tag.

Sheriff Bill Rasco said there is nothing they can do unless the vehicle is on the street.

Supervisor Jessie Medlin said they are sitting in yards and the grass is growing up around them.

Environmental Services Manager Ray Laughter said the tag and inspection sticker have to be up to date to be on the road. He said code enforcement is running into a lot of these vehicles. Mr. Laughter said even after they go to court they just pay the fine and move on.

No action was taken on this item.

G. CONSENT AGENDA

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

1. Dept. of Human Resources: Monthly Health Claims

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

Funding Request	Date Paid	Amount	Claim Type
Date			
10/1/13	10/1/13	\$79,772.91	Administration Fees
10/7/13	10/8/13	\$49,409.26	Medical
10/7/13	10/8/13	\$7,680.95	Dental
10/7/13	10/8/13	\$8,582.58	Pharmacy
10/14/13	10/16/13	\$41,274.80	Medical
10/14/13	10/16/13	\$5,212.10	Dental
10/14/13	10/16/13	\$16,003.19	Pharmacy
10/21/13	10/23/13	\$42,671.43	Medical
10/21/13	10/23/13	\$4,258.40	Dental
10/21/13	10/23/13	\$14,400.55	Pharmacy
10/28/13	10/29/13	\$31,469.96	Medical
10/28/13	10/29/13	\$6,566.31	Dental
10/28/13	10/29/13	\$17,471.70	Pharmacy
	TOTAL	\$324,774.14	

2. Justice Court Report

Monthly Report

M.G.

Criminal Cases Filed	114
Civil Cases Filed	515
Traffic Tickets Filed	1,444
Total Cases Filed	2,073
State Assessments	\$ 87,477.25
County General Fund	\$112,665.76
Total Collections	\$200,143.01

3. Bailiff Pay

Liz Medlin	\$ 55.00
Chris Plumlee	\$150.00
Brandon Hylander	\$245.00
Bobby Holloway	\$340.00
Lee Caldwell Hodge	\$280.00

4. Publication of Board Proceedings

5. Office of Finance & Accounting

a. Budget Amendments

b. Request for Transfer of Sheriff Seized Funds

REQUEST FOR TRANSFER OF SHERIFF SEIZED FUNDS

November 4, 2013

The following seized funds listed have been forfeited by court order to be transferred from the seized account to the forfeiture account. Please approve the transfer of the funds.

Case #	Defendant	Date Seized	Receipt #	Amount	Date of Forfeiture
2013-42187	Johnny C. Scales	9/12/13	28236	\$6,752.00	10/15/13
2013-42187	James O. Cooper	9/12/13	28236	\$3,984.00	10/15/13
2013-42187	Marcus R. Johnson	9/12/13	28236	\$ 350.00	10/15/13
			TOTAL	\$11,086.00	

Transfer from Sheriff-Seized Fund	(123-000-139)	\$11,086.00
Transfer to Sheriff-Forfeiture Fund	(120-000-238)	\$11,086.00

c. Accept Closeouts & Board President to Sign Documents

1) FY13 Occupant Protection Grant

2) FY13 DUI Grant

d. Inventory Dispositions

1) Final: Animal Shelter

ASSET #	DESCRIPTION	SERIAL #	ISSUE/REASON FOR DISPOSAL	Y R A C Q	C O S T	LOCATION AT PRELIMINARY	PRELIMINARY APPROVAL DATE	DISPOSED OF BY	FINAL DISPOSAL LOCATION
43408	CARPORT - 14H X 19L X 10W	NONE	WIND DAMAGED, NONE REPAIRABLE	13	15H	ANIMAL SHELTER	09/03/13	TONY MARTIN	DESOTO RECYLING

2) Preliminary & Final: #1 Sheriff's Department

DESCRIPTION	SERIAL #	ISSUE/REASON FOR DISPOSAL	Y R A C Q	C O S T	LOCATION AT PRELIMINARY
FORD 2008 CROWN VIC	2FAHP71V58X136726	VEHICLE TOTALED / INSURANCE	10	14K	SO - CENTRAL MAINTAINCE
		ACCIDENT: 10/12/2013			

3) Preliminary & Final: #2 Sheriff's Department

DESCRIPTION	SERIAL #	ISSUE/REASON FOR DISPOSAL	Y R A C Q	C O S T	LOCATION AT PRELIMINARY
FORD 2008 CROWN VIC	2FAHP71V48X158572	VEHICLE TOTALED / INSURANCE	10	14K	SO - CENTRAL MAINTAINCE
		ACCIDENT: WEEK OF 10/18/2013			

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

a. Tax Exemptions

- 1) Ashland, Inc.
- 2) FEDEX Ground Package System, Inc.
- 3) Fiskars Brands, Inc.
- 4) Future Electronics Distribution Center, LP
- 5) MVP Group International, Inc.
- 6) Natureplex, LLC
- 7) Rite Hite Products Corp.
- 8) Siemens Industry, Inc.

b. Order Setting the Salary and Annual Budget for the Office of the Court Administrator of the Third Chancery Court District

c. Interlocal Agreement Allowing the Marshall County Sheriff to House Inmates at the DeSoto County Jail

7. Road Department

a. Road Report

b. Work Schedule

c. Road Bond Report

8. Office of Procurement

a. Request to Accept & Approve Bid Specifications and Solicit Bids

1) Purchase of One or More Utility Sign Trucks

2) Removal and Disposition of Surplus Electronic Equipment

9. Chancery Clerk Allowances (1) – \$1,550.00

Supervisor Lee Caldwell made the motion and Harvey Lee seconded the motion to approve the actions set forth in Consent Agenda and to remove the MAS bill in budget amendments under item number G.5.a.

The motion passed by a vote as follows:

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

See Exhibit G

H. OLD BUSINESS

1. Board Attorney

a. Agreement to Purchase of Equipment

Board Attorney Tony Nowak told the Board of Supervisors that the School Board offered to donate a portable classroom trailer to the Sheriff’s Department, and the Board agreed to accept the donation last year. Mr. Nowak presented the finalized agreement for the purchasing of. Mr. Nowak presented an agreement to approve purchasing the trailer for \$10.

Supervisor Harvey Lee made the motion and Supervisor Jessie Medlin seconded the motion to approve the agreement with the DeSoto County School District for the purchase of a portable trailer in the amount of \$10 and for the Board President to sign the agreement; and to authorize moving the trailer and transport plumbing equipment and to set up with fees and expenses coming from the Sheriff’s forfeiture fund.

The motion passed by a vote as follows:

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

See Exhibit H.1.a

b. CVB Loan Repayment Agreement

Supervisor Bill Russell made the motion and Supervisor Lee Caldwell seconded the motion to approve the agreement with the DeSoto County Convention and Visitors Bureau (CVB) for the CVB to repay funding of various loans from the county at a rate of \$20,818.37 to be paid on the first day of each month and one final payment to be made on the 1st day of October 2014 in the amount of \$20,819.17 and authorize the Board President to sign the agreement.

The motion passed by a vote as follows:

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

See Exhibit H.1.b

c. University of Mississippi Affiliation Agreement Approval

Supervisor Bill Russell made the motion and Supervisor Lee Caldwell seconded the motion to approve the Affiliation Agreement with the University of Mississippi for one year for the intern shadow program and for the Board President to sign the documents.

The motion passed by a vote as follows:

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

See Exhibit H.1.c

2. IT Dept.: Previously Approved 10/24/2013 with Stipulations

Inventory Clerk Char McCool said in a previous meeting Supervisor Jessie Medlin requested that someone check with the schools and libraries to see if they could use the surplus equipment. Ms. McCool said she checked and most of the equipment is not usable. It has been accumulated for over one year.

Supervisor Medlin said there are a lot of cell phones on the disposition. He asked how it is disposed. Ms. McCool said they are placed in the recycle trailer and E-Waste tries to reuse the equipment.

Supervisor Jessie Medlin asked if all cell phones are under contract. IT Director John Mitchell said some may still be under contract, but we get a new cell phone every time we start a new contract.

Supervisor Medlin said since the county phone system changed, he gets voice mail instead of a person in Environmental Services. Then he has to call back in and get the operator to transfer him to another person in that department and sometimes there is someone there and sometimes there is not. Supervisor Medlin said it is very aggravating to him and he is sure it is aggravating to constituents and others calling that department.

Supervisor Harvey Lee said he would like to know why no one in the area knows where Mr. Laughter is when the phone is ringing.

Supervisor Bill Russell asked if there is a way to dial another number.

Mr. Mitchell said the set-up of how the phones roll over was left up to the department heads. He said most people are sent to a department as opposed to an individual when they call in on the switchboard. He said there is a feature that can be set up to press zero and go to the operator.

Supervisor Medlin said he wants his constituents to get a person when they call the administrative offices. He said the elected officials have their constituents and they can set their phones up however they want.

Mr. Mitchell said an individual line does not roll over. The department lines are the ones that can be set to roll to the operator or another person.

Mr. Mitchell said he could send an email to all department heads advising them how to set up the extensions appropriately. Ms. Lynchard agreed.

Supervisor Harvey Lee made the motion and Supervisor Lee Caldwell seconded the motion to approve the preliminary disposition for IT as described in Exhibit H.2.

The motion passed by a vote as follows:

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

See Exhibit H.2

Sheriff Bill Rasco said pagers cost about \$10,000 per year and he does not understand why we are still using pagers. He said that his department no longer uses them.

IT Director John Mitchell said he understands that EMS wants to keep pagers.

County Administrator Vanessa Lynchard said EMS may want pagers for volunteers.

Mr. Mitchell said these are coming out of his budget and wants to see everything for which he is being charged.

Ms. Lynchard said she would check with Chief Bobby Storey in EMS.

I. NEW BUSINESS

1. State Aid Engineer: Supplemental Agreement – State Aid Project 17(13)M

This item was removed from the Agenda.

2. Compensation Survey Modification No. 1 to Fixed Price Research Agreement

Human Resources Director Janna Rogers said due to the government shut down, the Stennis Group is requesting a modification to extend the date to December 31, 2013. She said they anticipate presenting the survey in one of the December meetings.

Supervisor Jessie Medlin asked if the contract covers travel expenses. Ms. Rogers said travel expenses were included in the old contract.

Supervisor Mark Gardner said the government shutdown was only two weeks and does not agree with the delay. He said this has been a very long process.

Supervisor Lee Caldwell said it has been a long process, but she thinks the Board will get a very good product.

Supervisor Lee Caldwell made the motion and Supervisor Harvey Lee seconded to extend the date of the contract to December 31, 2013.

The motion passed by a vote as follows:

Supervisor Jessie Medlin, First District	<u>YES</u>
Supervisor Mark Gardner, Second District	<u>NO</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. Court Reporter Employment Policy

County Administrator Vanessa Lynchard said they recently discovered that two Court Reporters have accrued a lot of leave time. Ms. Lynchard explained that the Court Reporters are hired by the county and work long hours some days and can also work from home. They do the same as other counties.

Ms. Lynchard said some receive a certain amount of leave which does not coincide with the county policy. She said in checking with other counties, they adopted the AOC policy for leave but are paid through the county. Ms. Lynchard said the Court Reporters will receive 45 days leave on January 1 or their hire date. This leave time is to be used for sick time only. They do not receive vacation or any other time off. If they do not have an excuse for sick time, they do not receive pay. Ms. Lynchard said the county Court Reporters do a good job of working out their time off and making sure there is necessary coverage with no extra costs. They help each other and it is working very well. Ms. Lynchard said the judges are also happy with the system.

Supervisor Jessie Medlin asked what happens to the hours if they leave employment. Ms. Lynchard said if they leave the county is obligated to pay for up to 240 hours.

Supervisor Bill Russell asked who is responsible for tracking hours. Ms. Lynchard said no one tracks the hours. Supervisor Russell said it seems to him the hours should be tracked by someone. Ms. Lynchard said their work is very sporadic and transcribing can be done at home. Ms. Lynchard said the county provides equipment and do not have to provide an office space which is a good savings for the county. She said they are considered full time with no vacation.

Ms. Lynchard said at the end of their employment, leave over 240 hours can be applied to their PERS. Ms. Lynchard said the 45 hours is strictly for sick time only. This is the system that the state uses as well. She said this system has worked out very well for a very long time. There has never been an issue and the county has never had to hire an outside reporter to fill in. They have covered the work thoroughly.

Supervisor Jessie Medlin made the motion and Supervisor Harvey Lee seconded the motion to adopt the Court Reporter Employment Policy as presented in Exhibit I.3.

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

4. Contracts Administration

a. IT – Tsagarakis Technical Services

IT Director said this agreement with Tsagarakis Technical Services has been in place for two years and is for maintenance on several printers in various locations.

Supervisor Lee Caldwell made the motion and Supervisor Harvey Lee seconded the motion to approve the contract with Tsagarakis Technical Services effective December 15, 2013, for maintenance on eight IBM 6400 Printers to connect them to an Ethernet network and to authorize the Board President to sign the agreement.

The motion passed by a vote as follows:

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

Supervisor Lee Caldwell, Fourth District YES
Supervisor Harvey Lee, Fifth District YES
See Exhibit I.4.a

b. A T & T Video Services – Addendum

Director of Administrative Services said this addendum to the agreement has been reviewed by the Board Attorney.

Supervisor Harvey Lee made the motion and Supervisor Lee Caldwell seconded the motion to approve the Addendum to Video Services Agreement between BellSouth Telecommunications, LLC d/b/a A T & T Mississippi and DeSoto County and authorize the Board President to sign the documents.

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 I.4.b

c. Facilities Management – Cummins Mid-South Addendum – Maintenance on Generators for Various Sites

Facilities Management Director Tony Martin said this is a renewal of the contract and includes an addendum for the new jail. Mr. Martin said it is for generator maintenance which includes a yearly check and it is at the same price.

Supervisor Bill Russell made the motion and Supervisor Harvey Lee seconded the motion to approve the contract with Cummins Mid-South, LLC for maintenance on equipment as listed in the contract and fully described in Exhibit I.4.c.

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 I.4.c

Supervisor Jessie Medlin asked what services this contract covered.

Mr. Martin said they provide yearly checks with parts and service at a discount. The generator locations are listed on the contract.

5. Office of Finance and Accounting

a. Inventory Control: Preliminary Dispositions

Supervisor Bill Russell made the motion and Supervisor Harvey Lee seconded the motion to approve the following preliminary dispositions for the Board of Supervisors consideration as follows:

1) Facilities Management

ASSET #	DESCRIPTION	SERIAL #	ISSUE/REASON FOR DISPOSAL	Y R A C Q	C O S T	LOCATION AT PRELIMINARY
38171	GOODMAN A/C UNIT	0702094842	COMPRESSOR BURNT UP / NRC	07	11H	FACILITY SHOP

2) IT Department (Surplus Phone System)

ASSET #	LOCATIONS	DESCRIPTION	SERIAL #	ISSUE/REASON FOR DISPOSAL	Y R A C Q	C O S T	LOCATION AT PRELIMINARY
34551	120 ADMIN BLDG WEST	NORSTAR PHONE SYSTEM	N/A	COUNTY SYSTEMS REPLACED / SURPLUS	07	7K	SOUTHAVEN IT STORAGE
38228	152 ADMIN BLDG WEST	NORTEL NETWORKS PHONE SYS	N/A	"	07	18K	"
33849	445 ANIMAL SHELTER	PANASONIC TELEPHONE SYS	KXTA624	"	03	3K	"
33033	101 CHANCERY CLERK	PANASONIC EASAPHONE SYS	71A1P027589	"	03	4K	"
31362	102 CIRCUIT CLERK	PANASONIC TELEPHONE SYS	11AIB002472	"	02	3K	"
31363	162 COUNTY COURT	PANASONIC TELEPHONE SYS	1JA1M045139	"	02	3K	"
40019	180 ELEC OFC. @ GALE	NORSTAR PHONE SYS	N/A	"	09	2K	"
32550	260 EMA/CIVIL DEFENSE	PANASONIC PHONE SYS	3HIK011447	"	03	2K	"
38012	240 EMA/CIVIL DEFENSE	ESI S CLASS PHONE SYS	341400600009	"	06	3K	"
34716	240 EMS/FIRE OFFICE	ESI PHONE SYSTEM	N/A	"	06	3K	"
3293	151 FACILITY	PROSTAR POWER SUPPLY	N/A	"	98	6H	"
38170	151 FACILITY	ESI PHONE SYS	1T1MF08B3372	"	07	1K	"
39260	152 IT DEPT	NORTEL CORDLESS PHONE SYS	N/A	"	08	8H	"
12065	166 JUSTICE COURT	PANASONIC PHONE SYS	8KAIP029707	"	98	2K	"
39078	166 JUSTICE COURT	ESI PHONE SYS	N/A	"	07	15K	"
39486	157 PBX OPERATOR	PBX SYS /2ND FL S WING CLOS	N/A	"	08	2K	"
39740	157 PBX OPERATOR	NORSTAR PHONE SYS	N/A	"	09	4K	"
39741	157 PBX OPERATOR	NORSTAR VOICEMAIL SYS	N/A	"	09	3K	"
11175	300 ROAD DEPT	PANASONIC EAS A PHONE SYS	KXT61610	"	93	2K	"

Road Dept. System Listed Above (#11175) Was Removed and Disposed of When System Was Replaced in 2006

34440	300 ROAD DEPT	PHONE SYS	N/A	"	06	11K	"
33119	200 SHERIFF OFFICE	NORSTAR VOICE MAIL SYS	N/A	"	03	4K	"
33207	200 SHERIFF OFFICE	NORSTAR TELEPHONE SYS	N/A	"	03	15K	"
34124	200 SHERIFF OFFICE	TOWERMAX PHONE SYS	N/A	"	04	3K	"
38176	224 SHERIFF OFFICE	NORSTAR PHONE SYS/JUV	NNTM040AF83P	"	07	3K	"
38077	152 TAX COLL - OB	NORTEL PHONE SYS W/ VOICE	N/A	"	07	5K	"
38078	152 TAX COLL - SH	NORTEL PHONE SYS W/ VOICE	N/A	"	07	5K	"
11188	104 TAX COLLECTOR	PANASONIC EAS A PHONE SYS	1M013247	"	94	3K	"
38191	104 TAX COLLECTOR	NORSTAR PHONE SYS W/VOICE	N/A	"	07	17K	"
34556	163 YOUTH SVCS BLDG	PANASONIC EXPANSION MODULE	N/A	"	07	5H	"
38062	163 YOUTH SVCS BLDG	PANASONIC PHONE SYS	N/A	"	07	3K	"
41046	243 YOUTH SVCS BLDG	NORSTAR COMPACT PHONE SYS	N/A	"	10	2K	"

The motion passed by a vote as follows:

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

See Exhibit I.5.a

b. Grants Administration: Accept Grant Awards and Board President to Sign

1) ODP Regional Response

2) JAG Family and Youth Drug Court Grant

Supervisor Harvey Lee made the motion and Supervisor Bill Russell seconded the motion to accept the grant awards for ODP Regional Response benefitting EMS and the JAG Family and Youth Drug Court Grant benefitting the Youth Drug Court as fully detailed in Exhibit I.5.b and to put the money into the correct budget line item; and to authorize the Board President to sign the documents.

The motion passed by a vote as follows:

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

See Exhibit I.5.b

Supervisor Mark Gardner said that Chief Bobby Storey is now present to discuss the use of pagers.

Mr. Storey said that the volunteers for EMA which has Search and Rescue and the Fire Departments use the pagers. He said they are conducting a study to determine the use of the pagers and to insure the insurance rebate pays for the pagers. It is their only means to reach the volunteers in case of an emergency. Chief Storey said they also use the pagers to send out private messages in certain situations. He said there are about 70 pagers and he will get the exact number for the Board.

Supervisor Harvey Lee said he would like for this item to be discussed by the Committee.

Supervisor Lee Caldwell said she had an important announcement to make from C Spire.

Supervisor Caldwell said that the City of Horn Lake has just been chosen as one of the cities to continue with the contest. Horn Lake is the only city in DeSoto County that was chosen and is among the first 9 in the state chosen to receive high speed internet from C Spire.

Supervisor Caldwell said the city with the highest number of participants to sign up will be among the first to receive the service. It is called "Going Green". She said everyone will be supporting Horn Lake in this effort. Supervisor Caldwell said the first city to sign up the most subscribers or "goes green" will be designated as the ultimate winner.

Supervisor Mark Gardner said that is great for Horn Lake and DeSoto County.

Supervisor Bill Russell asked how people could sign up. Supervisor Caldwell said the City of Horn Lake will make that announcement.

c. 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.

GIS Director Matt Hanks said the claim on page 9 for Furgo EarthData, Inc. is for the aerial photos of the County. Mr. Hanks said the photos will be posted on the web site this week.

Supervisor Jessie Medlin asked about the following claims:

Page 38 – Crimestoppers - Mr. Arnold said this item was coded wrong and has been corrected.

Page 84 – Waggoner Engineering for the Recreational District - Supervisor Medlin said there are 4 claims for Waggoner Engineering and asked if that was for parks.

County Administrator Vanessa Lynchard said this claim is for services that the Recreational District contracted Waggoner Engineering earlier in different parks.

Board Attorney Tony Nowak said the grant the County obtained for the Johnson Creek greenway project required the submission of certain certificates to MDOT, and the certificates had to be prepared by the LPA engineer. Tracy Huffman prepared the certificates as part of the grant. The District has the authority to pay these bills but the Board of Supervisors is ratifying the bills.

Ms. Lynchard asked if there is a contract for the work. Mr. Nowak said this is work for Greenway right of ways and there is a contract between the District and Waggoner Engineering.

Environmental Services Manager Ray Laughter clarified that the work Mr. Huffman did was on the grant for Johnson Creek right of way.

Ms. Lynchard said obligations of that nature need to come before the Board of Supervisors; not just the Greenways Board.

Supervisor Medlin said he noticed how high the engineering fees were.

Ms. Lynchard said they have to submit bills to the Board of Supervisors. She said anything out of Parks budget must be approved by the Board in advance.

Mr. Nowak said it is their budget and their bill; it just runs through the Board in accordance with the Attorney General's Opinion and the Board's directives. This Board just ratifies their action.

Ms. Lynchard confirmed that if there is a challenge by the Audit Department, it would come before the Board of Supervisors. She asked if the Board wanted to know about these types of payments on the front end or at the time of payment.

Supervisor Russell said he would like to see them eventually have their own budget.

Mr. Nowak said the Board is seeing how they spend money because all expenditures come through the claims docket.

Mr. Laughter confirmed that the Recreational District has not spent money that did not come through the claims docket. He said these bills are specifically for Johnson Creek which is grant money obtained through the county.

Supervisor Lee Caldwell asked about the following claims:

Page 18 – Affinity Landscapes - Facilities Management Director Tony Martin said this contract is a monthly contract for lawn and landscape for county buildings.

Page 18 – APS – Facility Maintenance - Mr. Martin said this contract is for the cleaning service.

Page 40 – Lonesource for picture frames - Mr. Arnold said this is for seven large picture frames for the redistricting maps for the election commission.

Page 68 – Panola Paper for calendars for the Department of Family and Child Services - Supervisor Caldwell said that is a lot of money for calendars.

Later in the meeting, Ms. Lynchard gave the breakdown on the calendars which were for employees. She had checked with Mr. Terry Philips.

Page 75 – Stephanie Lentz - Ms. Lentz cleans the building in Senatobia.

Supervisor Mark Gardner asked about the following claims:

Page 7 – SouthGroup Earthquake Coverage – Mr. Arnold said that is for adding two new county buildings.

Page 18, 19 & 20 – Lowe’s Home Improvement Center – Mr. Martin said this is for remodeling the EMA building and Facilities Management building. He said they are broken down by purchase order number. Mr. Martin said a couple of them are regular and do not relate to these two remodels.

Mr. Martin said the amount for the EMS building including fiber is \$71,000 of the \$170,000 budgeted. The amount for remodeling the Facilities Management building is \$11,000.

Page 25 – Scales Biological Laboratory - Mr. Arnold said it is for evidence in the Circuit Court.

Page 28 – Attorney’s fees – Mr. Arnold said the first two claims are for the uses of offices and the other two are legal fees for juvenile Supreme Court appeals.

Page 63 – MS Vital Records – Mr. Arnold said this is for vital statistics and is turned in monthly.

Page 79 – Wal-Mart Community – Drinks, cake card – Mr. Arnold said this was for Juvenile Drug Court Graduation. He said that AOC and grant money pay for these expenses.

Page 88 – Tactical Command Industries – Mr. Arnold said this is for 10 headsets for hands free communication and they are funded by forfeitures.

Page 90 – American Tire Repair – One tire for \$1,344.85. Mr. Swims said this is for one tractor tire.

Page 92 – Rebel Equipment and Supply – Mr. Arnold said this is for a portable concrete mixer for the Road Department for \$3,295.00. Mr. Swims said this comes in handy for small jobs that his employees can perform at offsite locations.

Page 100 – Debt Service – Mr. Arnold said this is the 2009 refunding bond.

Page 101 – McBride Dale Assoc. Inc. – Deputy Planning Director Tom Haysley said this is for I-269 and there is one more payment left. He said we will be reimbursed 80/20 but he does not know the amount at this time.

Page 105 – Fants Telephone Communication – Mr. Gardner said this is for the fire and security alarm. Mr. Martin said this is at the new EMA building.

Supervisor Lee Caldwell said the committee needs to look at this service and cost.

Page 106 – Hughes Brothers Plumbing – Mr. Martin said this is for a reducer for water pressure at the new jail and has to do with the new project expansion.

Supervisor Jessie Medlin asked the conditions of the contract for lawn service. Mr. Martin said the contract is for 12 months and is \$110,000 and includes flowers.

Supervisor Medlin asked about the claim on page 20 for boots. Mr. Martin said county employees helped install fiber for the new building and they were standing in mud and rain.

Supervisor Lee Caldwell asked about the following claims:

Page 45 – JB Towing & Auto Service – Supervisor Caldwell asked about how much we do in a year’s time.

Sheriff Bill Rasco said the public pays for their towing fees.

In accordance with Section 19-13-31 and Section 19-11-23 of the Mississippi Code Annotated,

Supervisor Harvey Lee made the motion and Supervisor Bill Russell 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>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>

Director of Administrative Assistant Pat McLeod said there is a total of 54 calendars for DHS in reference to the question on the claims docket.

6. Sheriff – Building Donated to Sheriff’s Department by DeSoto County Schools

This was heard under item number H.1.a

7. Office of Procurement

a. Bids Under Advisement: Re-Bid Hot Mix Asphalt Paving

Procurement Clerk Karen McNeil said they were not satisfied with the previous pricing on the bids for hot mix asphalt so they are presenting a re-bid.

Supervisor Lee Caldwell made the motion and Supervisor Harvey Lee seconded the motion, to award the overlay projects to North Mississippi Driveways; to award the milling projects to North Mississippi Driveways; to award the first and second alternates as listed in the bid each of the foregoing being the lowest and best bidders in connection with bid number 14-156-016 as follows:

VENDOR	LEHMAN ROBERTS Memphis, TN	APAC-TN Memphis, TN	NORTH MISSISSIPPI DRIVEWAYS, INC., SOUTHAVEN, MS	
Piggyback to other jurisdictions	No	No	Yes	
Alternate Bidder	Yes	Yes	Yes	
OVERLAY PROJECTS REQUIRING: (An overlay application of asphalt over an area prepared by the county.)				
0-100 Tons	\$ 166.00	\$ 250.00	\$ 124.00	
101-200 Tons	\$ 124.00	\$ 150.00	\$ 112.00	
201 Tons and greater	\$ 100.00	\$ 125.00	\$ 92.00	
RECOMMENDATION: Award overlay projects to North Mississippi Driveways, Inc. for all projects. Award Lehman Roberts as first alternate and APAC as second alternate.				
MILLING PROJECTS REQUIRING: (Any situation when the county wants asphalt removed from a section of roadway.)				
0-100 Tons	\$ 300.00	\$ 250.00	\$ 48.00	(Minimum 4800.00)
101-200 Tons	\$ 90.00	\$ 100.00	\$ 45.00	(Minimum 4800.00)
201 Tons and greater	\$ 45.00	\$ 75.00	\$ 40.00	(Minimum 4800.00)
RECOMMENDATION: Award milling projects to North MS Driveways with alternates as follows:				
	First Alternate	Second Alternate		
0-100 Tons	APAC	Lehman Roberts		
101-200 Tons	Lehman Roberts	APAC		
201 Tons and greater	Lehman Roberts	APAC		
COMPARISON TO FY13 BID				
	FY13 ACTUAL USAGE (12 months)		FY14 PROJECTED BASED ON FY13	Percentage Change from FY13
HOT MIX PAVING	TONS			
0-50 tons	1546	\$ 128,318.00	\$ 191,704.00	49%
51-100 tons	986	\$ 81,838.00	\$ 122,264.00	49%
101-200 tons	261	\$ 21,663.00	\$ 29,232.00	35%
Greater than 200 tons	227	\$ 18,841.00	\$ 20,884.00	11%
Total		\$ 250,660.00	\$ 364,084.00	45%
There were no milling projects during the last budget year.				

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.7.a

b. Purchases Exceeding \$25,000: Sheriff's Vehicles (Intergovernmental)

Director of Administrative Services Pat McLeod presented a purchase requisition form the Sheriff Department for an intergovernmental purchase of vehicles from the Missouri State Highway Patrol exceeding a total price of \$25,000.

Supervisor Harvey Lee made the motion and Supervisor Lee Caldwell seconded to approve the intergovernmental purchase of 8 vehicles from the Missouri State Highway Patrol totaling \$115,100.00.

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.7.b

c. Sole Source Purchase from Verdin Clock: Repairs for Court Square Clock

Director of Administrative Services Pat McLeod presented a Tower Clock Order Form from The Verdin Company to repair the clock in the Hernando Court Square and to declare Verdin Clock as a sole source to repair the clock.

Facilities Management Director Tony Martin said the clock was struck by lightning.

Supervisor Jessie Medlin asked the initial cost of the clock and the maintenance of the clock.

County Administrator Vanessa Lynchard said the county granted the Hernando Women’s Club permission to use County property to construct the Clock Tower on, in September, 2004. In exchange for the Hernando Women’s Club making the improvements the County agreed to take possession of the Clock tower and the improvements on County property once they were completed.

Mr. Martin said we have a maintenance agreement with Verdin that costs \$800 per year. It does not include acts of God.

Supervisor Medlin confirmed that parts were \$7,800; Mr. Martin confirmed.

Supervisor Lee Caldwell asked how much money the county has paid since the clock was installed.

Supervisor Lee Caldwell made the motion and Supervisor Harvey Lee seconded the motion to carry this item over to obtain more information regarding maintenance and costs.

The motion passed by a vote as follows:

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

See Exhibit I.7.c

8. County Administrator

a. Recycling Coalition Conference Update

County Administrator Vanessa Lynchard, Environmental Services Manager Ray Laughter and Supervisor Bill Russell attended the Recycling Coalition in Bay Springs. Ms. Lynchard said a group of public and private members want to expand recycling throughout the State of Mississippi. She said that Sue Smith of Keep America Beautiful told them that the State of Mississippi is the fastest growing in that organization. Ms. Lynchard said Ms. Smith discussed awareness and promoting recycling. Ms. Smith said if you are a member of the organization, you could be considered for a grant. There are many private businesses that handle recycling materials. There are companies who may have recycling opportunities for our schools.

Ms. Lynchard said MEDQ is involved in what is being done in the state and what can be done.

Private companies also spoke about recycling and how local companies can offer successful curbside collection programs.

Supervisor Bill Russell said this was a very informative conference and everyone is getting excited about it. There is a lot of work to be done. He said he would like to see recycling containers with like items so it would help better educate the public.

Ms. Lynchard said we have to make recycling easier for the public. She said Pratt is a plastic recycler in Memphis. Mr. Laughter said the county is recycling about 20-22 tons per month.

Supervisor Bill Russell discussed curbside recycling and said it is more efficient. He said that recycling also strengthens our economic development. Supervisor Russell said there are a lot of private companies that contract with the counties. He said they even recycle school books. Supervisor Russell said it can be hard and expensive to gather enough companies and interest to recycle.

Supervisor Russell said there was a Japanese company that came to look at sites located in Monroe, LA. Before they even arrived at the site, the guests requested to be taken back to the airport because of the litter in the area.

Supervisor Russell said in addition, China bought a lot of our recycle materials but will no longer take it. The U.S. is too lax with recycling and it is too dirty for them to use.

Supervisor Russell said it was a real eye opener and he wished they had talked more about getting people involved, not just education. Supervisor Russell said he came away very excited. He said we need to set an example and also need to make sure the custodians put recycle in the correct bins.

Ms. Lynchard said DeSoto County is doing a lot of recycling but others are doing more. She said a lot can be done through social media, newspapers and door to door. Ms. Lynchard said Natchez started curbside recycle through the National Honor Society.

Ms. Lynchard said it was a very productive conference. She said they can place pictures on cans and contact companies for their support and assistance.

Supervisor Mark Gardner asked how the county knows the cleaning company places correct recycle materials in the recycle bins. Mr. Martin said they are in the process of addressing that issue.

Mr. Laughter said the county has bins now. He said we are mostly recycling paper and cardboard; not cans.

Supervisor Jessie Medlin said he is certainly for recycling. At times he has participated in the Olive Branch recycling program when he lived in the area. Supervisor Medlin said you can also take recycle materials to Target. Supervisor Medlin said he thinks we can get enough people to get a good program started.

b. Holiday Schedule

County Administrator Vanessa Lynchard presented the Holiday Schedule for the remainder of 2013.

Supervisor Jessie Medlin confirmed that the Board of Supervisors are still adopting holidays. Ms. Lynchard said that is correct.

Supervisor Bill Russell said Veteran's Day is not a discretionary holiday.

Supervisor Jessie Medlin made the motion and Supervisor Lee Caldwell seconded the motion to approve the following holidays for the remainder of 2013:

November 11	Armistice Day (Veterans' Day)
November 28	Thanksgiving Day
November 29	Day after Thanksgiving
December 24	Christmas Eve
December 25	Christmas Day
January 1, 2014	New Year's Day

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.8.b

J. PLANNING COMMISSION AGENDA

**DeSoto County Board of Supervisors
Planning Agenda
November 4, 2013
11:00 a.m.**

I. NEW BUSINESS

A. CONSENT (Minor Lot Subdivisions):

- 1. Keith Allen Minor Lot (6904) - Application is for final subdivision approval of one (1) lot of 3.0 acres, identified as Parcel #2-06-6-14-00-0-0036-00. Subject property is located on the west side of Bethel Road and south of College Road in Section 14, Township 2, Range 6 and is zoned Agricultural-Residential (A-R). (District 1)**

Mr. Tom Haysley presented the Keith Allen Minor Lot and stated the application was not heard by Planning Commission due to the October 31, 2013 meeting being cancelled. He stated the Planning Department does recommend approval of this application.

Supervisor Medlin stated he spoke with the applicant and that the applicant is giving his son part of his property to build a house.

Supervisor Medlin made a Motion to approve the Consent Agenda. Supervisor Lee seconded the Motion.

THE FOLLOWING ACTION WAS TAKEN ON THIS MATTER:

FIRST DISTRICT SUPERVISOR, JESSIE MEDLIN	<u>YES</u>
SECOND DISTRICT SUPERVISOR, MARK GARDNER	<u>YES</u>
THIRD DISTRICT SUPERVISOR, BILL RUSSELL	<u>YES</u>
FOURTH DISTRICT SUPERVISOR, LEE CALDWELL	<u>YES</u>
FIFTH DISTRICT SUPERVISOR, HARVEY LEE	<u>YES</u>

B. OTHER ITEMS

- 1. Miller Farms Subdivision: Request to reduce minimum house sizes in approved subdivision.**

Mr. Haysley stated the applicant is requesting to reduce the minimum house sizes in Miller Farms Subdivision; requesting approval of allowing the culvert headwalls to be washed concrete, in lieu of stone, to match the driveways and; requesting approval to allow vinyl and aluminum siding (??? For the entire house or just part???). The requested changes of the minimum house sizes are as follows:

Lots 1, 44-50, 56-57, 65-66			Remaining Lots		
1st Floor Min. SF	TOTAL Min. SF		1st Floor Min. SF	TOTAL Min. SF	
1 Story	3,000	3,000	1 Story *	2,400	2,400

1 1/2 Story	1,800	3,000	1 1/2 Story	1,600	2,400
2 Story	1,500	3,000	2 Story	1,400	2,800

* Increased minimum square footage from 2,200 to 2,400

Change these lots from 3,000 min to (see below)

Lots 12-27		
1st Floor Min. SF	TOTAL Min. SF	
1 Story	2,800	2,800
1 1/2 Story	1,800	2,800
2 Story	1,500	3,000

Mr. Sean Green came forward stated the developers are trying to reduce the minimum house size in order to keep the house cost in an affordable range. He stated they are hoping to have homes similar to Villages at Hawks Crossing, to keep an upscale look in the development. Mr. Green stated the development is not on a sewer system so there is already an added cost of installing treatment plants on each lot.

Supervisor Russell asked how many houses are currently built in the development. Mr. Green stated there are no houses built in the development at this time, the developer is hoping for approval of the above changes before any lots are sold in the subdivision.

Supervisor Medlin asked if the developer plans to set-up a homeowner's association. Mr. Butch Davis stated they do plan to establish a homeowner's association in Miller Farms Subdivision. Supervisor Medlin asked if the developer would be willing to put a requirement for uniform mailboxes in the restrictive covenants. Mr. Davis stated he is willing to add the requirement for uniform mailboxes in to the restrictive covenants.

Supervisor Medlin stated the subdivision has been sitting undeveloped for some time now and maybe the decreased minimum house size will help start building in the subdivision.

Supervisor Medlin made a Motion to approve the request to reduce the minimum houses in Miller Farms Subdivision as presented above, to allow the culvert headwalls to be washed concrete to match the driveways, to allow vinyl and aluminum siding where wood siding is currently approved for a portion of the home and to require a restrictive covenant for the subdivision that all mailboxes in the Miller Farms Subdivision be uniform. Supervisor Lee seconded the Motion.

THE FOLLOWING ACTION WAS TAKEN ON THIS MATTER:

FIRST DISTRICT SUPERVISOR, JESSIE MEDLIN	<u>YES</u>
SECOND DISTRICT SUPERVISOR, MARK GARDNER	<u>YES</u>
THIRD DISTRICT SUPERVISOR, BILL RUSSELL	<u>YES</u>
FOURTH DISTRICT SUPERVISOR, LEE CALDWELL	<u>YES</u>
FIFTH DISTRICT SUPERVISOR, HARVEY LEE	<u>YES</u>

K. EXECUTIVE SESSION

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

Supervisor Jessie Medlin made the motion to recess the Board meeting until November 18, 2013 at 9:00 a.m. The motion was seconded by Supervisor Lee Caldwell.

The motion passed by a vote as follows:

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

THIS the 4th day of November, 2013, these minutes have been read and approved by the DeSoto County Board of Supervisors.

Mark Gardner, President
DeSoto County Board of Supervisors