

DESOTO COUNTY BOARD OF SUPERVISORS

BOARD MEETING MINUTES

DISTRICT THREE BILL RUSSELL, PRESIDENT, PRESIDING

September 21, 2015

A. CALL TO ORDER

The September 21, 2015 meeting of the DeSoto County Board of Supervisors was called to order by Supervisor Bill Russell, 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	ABSENT
Supervisor Bill Russell	District 3
Supervisor Lee Caldwell	District 4
Supervisor Michael Lee	District 5
Sheriff Bill Rasco	Sheriff
W. E. Sluggo Davis	Chancery Clerk
Vanessa Lynchard	County Administrator
Tony Nowak	Board Attorney

B. INVOCATION

Mr. Cecil Sowell presented the invocation.

C. PLEDGE OF ALLEGIANCE

D. CITIZENS REMARKS & PRESENTATIONS

Supervisor Bill Russell asked if there was anyone present who wished to address the Board. No one came forward.

E. APPROVAL OF AGENDA: ADDITIONS AND DELETIONS

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

1. Supervisor Lee Caldwell asked to add Nesbit Fire Department – Fire District to Old Business.

Supervisor Lee Caldwell reported that after the Board approved the formation of the Nesbit Fire District Chief Robert Storey received some good news, and she asked him to share with the Board. Chief Storey reported that Nesbit’s new fire classification has gone from a class 10 to a class 7, which is about the best you can get without paid personnel. This will result in an estimated 30%-50% decrease on homeowners insurance, depending on the carrier. Chief Storey said EMA has gotten several calls expressing thanks to the Board and EMA for their diligence in getting this rating. He also reported that they are working on the Bridgetown Fire Protection District currently, with Fairhaven next and Eudora to follow. Chief Storey expressed his thanks to the Board for their work in getting this done.

Supervisor Lee Caldwell said that we are working on having a safer environment for the citizens of DeSoto County and that DeSoto County has great volunteer fire departments.

Chief Storey said there is a lot of work that goes into the paperwork. He stated that everything gets points toward the rating; not just new apparatus, it takes a lot of volunteers. We need to get the word out that we need volunteers; people do not realize that the County depends on Volunteer Fire

Departments.

County Administrator Vanessa Lynchard pointed out that Facilities Manager Robert Jarman is a volunteer with Nesbit Fire Department and has been for several years. She also informed the Board that the State had originally offered an 8 rating and Chief Storey got with them and pinpointed all the Fire Department has done and the State came back with the 7 rating.

Supervisor Jessie Medlin asked how a fire district could be dissolved if the city were to annex the area. Board Attorney Tony Nowak stated that the fire district would have to dissolve itself. The Board creates it, but only the district can dissolve it. Water and Fire Districts are created under the same statutes. Chief Storey stated they are not looking for more money, they are just trying to get graded districts in most places.

No action by the Board was required.

2. Supervisor Bill Russell asked the Board to take a longer lunch break to attend the visitation service for Mr. Paul Weeks of Walls. Mr. Weeks was a founder of the Walls Water Association and former Election Commissioner for DeSoto County.

3. Chancery Clerk Sluggo Davis requested to change Angie Irving from 001-120, 001-100, and 001-675 Receiving Clerk in the Administration Office to Requisition Clerk in the Chancery Clerk's Land Office.

Supervisor Lee Caldwell made the motion and Supervisor Jessie Medlin seconded the motion to acknowledge the change of Angie Irving from 001-120, 001-100, and 001-675 Receiving Clerk in the Administration Office to Requisition Clerk in the Chancery Clerk's Land Office.

The motion passed by a vote as follows:

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

4. County Administrator Vanessa Lynchard requested to add to New Business:

a. Final Budget Amendment for FY15 from Accounting

County Administrator Vanessa Lynchard state this was just to true up the budget, and it is done every year at the end of the budget year.

Supervisor Jessie Medlin asked CFO Andrea Freeze if she found what line item was short and made the transfers. Mrs. Freeze stated that she did her best to keep the transfers within departments. She followed Tom Arnold's format from last year.

Chancery Clerk Sluggo Davis said his department should have not been over and asked Mrs. Freeze to look into that. She stated that she would.

Supervisor Medlin asked why the departments were not watching their budget and going over. Mrs. Lynchard stated that on the last docket most everyone is running very close to their amounts. Some are very small and probably because it is the last docket. The last meeting of the year, you have more than any other time.

Supervisor Medlin stated that it looked like several departments and someone should be watching their budgets and catching the overages. Mrs. Freeze said she will be able to catch some this year and will be watching the budget carefully. Mrs. Lynchard pointed out that none of the overages were in ending cash lines.

Supervisor Jessie Medlin made the motion and Supervisor Lee Caldwell seconded the motion to approve the Final Budget Amendment for FY 15.

The motion passed by a vote as follows:

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

See Exhibit E.4.a.

b. Worker’s Comp for Volunteer Firemen (See H.6.c.)

c. Inventory Disposition (See H.5.c.)

And to Executive Session:

Personnel – Administrative Services

She requested to delete Items G.3.a. & G.3.b. – Port Commission Appointments

Supervisor Lee Caldwell made the motion and Supervisor Jessie Medlin 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>ABSENT</u>
Supervisor Bill Russell, Third District	<u>YES</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Michael Lee, Fifth District	<u>YES</u>

F. CONSENT AGENDA

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

Supervisor Lee Caldwell made the motion and Supervisor Michael Lee seconded the motion to approve the Consent Agenda matters and actions as follows:

1. Publication of Board Proceedings

2. Office of Finance & Accounting

a. SID Forfeitures

b. Budget Amendments

3. Office of Procurement

Request to Approve Bid Specifications and Solicit Bids for Financial Statement Services or Audit Services for the DeSoto County Accounting Department Bid File Number 16-121-001

4. Road Department

a. Monthly Safety Report

b. Request for Maintenance of School Bus Turnaround – 2380 Star Landing Road

5. EMS Billing Report

6. Chancery Clerk’s Office – Chancery Allowances (2)

7. Contract Administrator

- a. **Auto Renewal** - Select Administrative Services - Related to Inmate Medical Service
- b. **Yearly Renewal** - ADAPTS Electronic Monitoring - Signature Required – No \$ change

8. County Court Order – Appointing a Youth Court Intake Officer

9. Justice Court – Appointment of Special Prosecutor

10. EMA-

- a. Authorize Board President to Sign Intent to Participate in Regional Hazard Mitigation Plan Forms
- b. Approval to Designate Chief Robert Storey as County Representative in Regional Hazard Mitigation Plan.

The motion passed by a vote as follows:

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

Supervisor Jessie Medlin asked the Sheriff how much the County paid Select Administrative Services. Sheriff Rasco stated they are paid a good bit, but they save the County a lot of money. He stated they are worth it.

See Exhibit F

G. OLD BUSINESS

1. Human Resources – Personnel Manual Revision

Human Resources Director Janna Rogers and Human Resources Manager Vickie Richmann brought an update to the Board regarding the Personnel Manual revisions. They initially reviewed the entire document and sent their red line copy to Butler Snow for their revisions. HR now has a red line draft that needs input from the Supervisors and some County Directors to be certain it is an inclusive as possible. Mrs. Rogers stated that some things in the manual are policies that the Board has adopted and she felt they were useful and informative to include in the manual.

Supervisor Jessie Medlin asked if the Board would get a copy of the manual with the suggested revisions. County Administrator Vanessa Lynchard suggested that the whole Board get a copy after an appointed committee has finished revisions. She suggested the committee be comprised of two Supervisors, a Road Dept. representative, CFO Andrea Freeze, Risk Manager Reby Johnson, Vanessa Lynchard, and a Human Resources representative. After the committee and Board look at the revisions Board Attorney Tony Nowak can look at it for his recommendations. The Board discussed how the elected officials used the Personnel Manual and Chancery Clerk Sluggo Davis stated that his office adopted the Personnel Manual with some exceptions. It was noted that the Tax Collector and Tax Assessor’s offices also had a few exceptions but had adopted the overall manual.

Supervisor Bill Russell suggested letting the committee make a red line copy and then the Board and elected officials taking a look at it. Mr. Nowak would be the last to examine the manual.

Supervisor Lee Caldwell made the motion and Supervisor Jessie Medlin seconded the motion to appoint a committee comprised of a Road Dept. representative, CFO Andrea Freeze, Risk Manager Reby Johnson, Vanessa Lynchard, a Human Resources representative, Supervisor Bill Russell and Supervisor Mark Gardner.

Supervisor Jessie Medlin asked what the worker's comp revision on the list was about. Mrs. Rogers explained that at one time the County had implemented a policy that any employee with a work related injury would receive full pay for 10 days so that they would not have a lapse in pay. Our insurance now covers the employee immediately so this policy is no longer necessary and would result in overpayment to the employee.

The motion passed by a vote as follows:

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

See Exhibit G.1

2. Board Attorney: TAP Bike Trail

Board Attorney Tony Nowak said the County has secured a TAP grant for a bike trail from Nesbit Water Association on Pleasant Hill Rd. to Bass Landing Park that is property adjacent to the boat ramp at the Mississippi River. The current lease agreement was for 15 years and expires in 2027. MDOT requires a 30-year lease from the date of the project agreement. The MS River Levee Board has signed an addendum extending the lease and Mr. Nowak needs the Board to approve an addendum that extends the term of the existing lease with no other changes.

Supervisor Lee Caldwell made the motion and Supervisor Jessie Medlin seconded the motion to approve an addendum that extends the term of the existing lease with the MS River Levee Board, as presented, and authorize the Board President to sign.

The motion passed by a vote as follows:

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

See Exhibit G.2

3. Port Commission - This item was deleted from the Agenda

4. Report on Fairhaven Fire Department

Facilities Manager Robert Jarman reported to the Board that the Fairhaven Fire Department is complete. He has done a final walk-through with some of the firemen and Supervisor Lee. There were a couple of very small things that came up, but the contractor has fixed them. Supervisor Lee agreed and said the addition looked very good.

Supervisor Michael Lee made the motion and Supervisor Jessie Medlin seconded the motion to accept the committee's report and authorize the final check on the project to be released.

The motion passed by a vote as follows:

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

Supervisor Michael Lee, Fifth District

YES

5. Budget Discussion Follow Up

County Administrator Vanessa Lynchard told the Board she just wanted to be sure the Board agreed with a couple of things and that she understood what they said. Judge Couch had requested if his budget money was not used to give the court reporters a raise, he would like that restored where he had made cuts.

Mrs. Lynchard also pointed out as a matter of information that the Chancery Court Administrator line was budgeted as \$50,000.00. The ACO has billed us \$95,000.00 for salaries. Mrs. Lynchard and Chief Financial Officer Andrea Freeze think the ACO is not showing the credit that the County will be getting. Mrs. Lynchard informed the Board this will be covered from the Court Reporters line until the matter is resolved.

Mrs. Lynchard requested that the Board consider the salary increases take effect on September 27 when payroll begins. This is necessary because the payroll software will not accept 2 rates of pay on one payroll. Employees will realize their salary increases on their October 23 check. She stated that the Board has done this several times in the past.

Supervisor Lee Caldwell made the motion and Supervisor Jessie Medlin seconded the motion to restore money to Judge Couch’s budget and allow payroll increases to begin September 27, 2015.

The motion passed by a vote as follows:

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

H. NEW BUSINESS

1. Approval to Apply for National School Lunch/National School Breakfast Program Grant to Assist with Paying for Meals at Juvenile Detention Center

Commander Chad Wicker with the Sheriff’s Department asked the Board to approve a resolution by Board Attorney Tony Nowak to help us get compensated for serving the juveniles breakfast and lunch while they are in custody.

Board Attorney Tony Nowak stated this program will reimburse the County for the meals provided. The resolution is giving authority to make application for the program. The grant application requires a resolution from the Board.

Supervisor Lee Caldwell asked if this would have any impact on the school’s program. Commander Wicker stated that he will coordinate with the schools to be sure the juveniles are not covered twice. Supervisor Bill Russell asked why we would need to coordinate. Supervisor Caldwell stated it was so the juveniles are not enrolled in two programs and won’t have to re-enroll for free lunch when they go back to school.

Supervisor Lee Caldwell made the motion and Supervisor Jessie Medlin seconded the motion to authorize the Board President to sign the resolution allowing the County to make application for both programs and abide by the programs’ guidelines.

The motion passed by a vote as follows:

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

Supervisor Michael Lee, Fifth District

YES

See Exhibit H.1.

2. Sheriff’s Department – Request Approval for the Board Attorney to Work on Employee Report Management

Chief Deputy Macon Moore stated that the Sheriff’s Department has four software packages that run the Sheriff’s Department. InterACT is the company that controls the Jail tracker, mobile copy for patrol cars, RMS report management, and CAD. InterTrack is the company that controls their report management. The contract for InterTrack is up this month and there is a substantial cost increase. InterACT has expressed that they will pick up the report management at no extra cost. Southaven, Horn Lake, Hernando and Olive Branch are all looking at this as well. The cities are going to follow the County’s lead in selection. Chief Moore requested allowing Mr. Nowak to look at the agreement with InterACT. He also informed the Board that AT&T owns InterACT, and we have had a contract with them since July 2008.

Supervisor Lee Caldwell made the motion and Supervisor Jessie Medlin seconded the motion to authorize the firm of Smith, Phillips, Mitchell, Scott & Nowak to review the contract and bring recommendation to the Board.

The motion passed by a vote as follows:

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

3. Facilities Management – DHS Renovation

County Administrator Vanessa Lynchard reported to the Board that we had wonderful news on the DHS renovations. When Tammi Crawford, Director of Family and Children’s Services came before the Board she had submitted a request to the State for reimbursement on the project. We have partnered with the State previously, but it is sometimes difficult to find a way to do it. Mrs. Crawford helped it through and very successfully. Mrs. Crawford reported that the State will be able to reimburse DeSoto County at 75% since the renovation is for Family and Children’s Services. The renovation included 7 offices and a large training space. Family and Children’s Services has grown over the years from a staff of 20 to a staff of 46 who were sharing office space at two to three people per space.

Mrs. Lynchard stated that Facilities Management found a practical way to achieve utilizing the space as the Board requested. Facilities Manager Robert Jarman stated that they now have 7 offices and a large training area all within the same space. It also has room for expansion later (offices and restrooms) if we need to add more offices. He further stated that the cost is at \$25,000.00 for this whole project and the State will reimburse 75%.

Supervisor Bill Russell asked if that was the total price or did we still have to add in air conditioning. Mr. Jarman stated that the air conditioning is there with all duct work, it just needs to be tied into. If we build out the other section, we will have to add air conditioning.

No action was necessary. Supervisor Lee Caldwell said it was a great day in DeSoto County when Tammi Crawford came. Mrs. Crawford has worked hard and the Board really appreciates her common sense approach. Mrs. Caldwell also expressed thanks to Mr. Jarman for his hard work and efforts to do so much work in house.

Supervisor Jessie Medlin asked how the reimbursement would work. Mrs. Crawford stated that it is one lump sum payment since it falls under the \$25,000.00 statute. Supervisor Medlin asked if the County receives rent. Mrs. Lynchard stated that there is no rent but the County is reimbursed for janitorial,

utilities, and facilities management work.

4. Office of Procurement: Procurement Card Purchases

Director of Procurement and Administrative Services Pat McLeod stated that this normally falls under consent, and approval for payment is requested from the Board.

Supervisor Medlin asked why furniture assembly was on the statement. Mrs. McLeod stated normally that is covered on the Purchase Order, but this particular company would not do that and Facilities could not assemble because they are short-handed.

Supervisor Lee Caldwell made the motion and Supervisor Bill Russell seconded the motion to approve payment of the Procurement Card Purchases.

The motion passed by a vote as follows:

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

See Exhibit H.4.

5. Office of Finance and Accounting

a. Request to Amend Sheriff's FY16 Budget to Pay Purchase Order #134533 - \$3898.75

The Sheriff requested to carry over the \$3898.75 to purchase launchers for tear gas from Accurate Law. They have been ordered for some time but not yet received.

Supervisor Jessie Medlin made the motion and Supervisor Michael Lee seconded the motion to approve the request to carry over \$3898.75 for PO #134533 to FY16.

The motion passed by a vote as follows:

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

b. Grants Administration

1) MEMA EMPG Special Project Funds - \$882.36

Grant Administrator Melissa Zizmann stated that these funds that have already been transferred to us for two (2) I-pads and otter box cases. The devices tie in with the MEMA assessment system and will be used by EMA.

Supervisor Lee Caldwell made the motion and Supervisor Jessie Medlin seconded the motion to accept the funds and authorize the Board President to sign the grant documents for the MEMA EMPG Special Project Funds.

The motion passed by a vote as follows:

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

See Exhibit H.5.b.1.

2) MDEQ Competitive Grant Program – E-Waste & HHW Day \$81,250.00

Mrs. Zizmann stated that the County has need of additional funds for E-Waste, and it is time to apply for Household Hazardous Waste Day funds.

Supervisor Lee Caldwell made the motion and Supervisor Jessie Medlin seconded the motion to approve the application for funds from MDEQ for E-Waste and Household Hazardous Waste Day reimbursement and for the Board President to sign the application.

The motion passed by a vote as follows:

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

See Exhibit H.5.b.2

3) MDWFP MS Recreational Trails Grant Program Acceptance of Funds \$75,518.00

Mrs. Zizmann stated this grant is for funding to install a walking trail around the ball field at Fairview Park. The County’s match is \$18,880.00 that is in the Parks and Greenways budget.

Supervisor Lee Caldwell made the motion and Supervisor Jessie Medlin seconded the motion to approve acceptance of the funds, proceed with construction of the project and for 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>ABSENT</u>
Supervisor Bill Russell, Third District	<u>YES</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Michael Lee, Fifth District	<u>YES</u>

See Exhibit H.5.b.3

c. Inventory Disposition – Sheriff’s Department

- 1) **Inventory Clerk Char McCool presented the inventory disposition that is on the agenda regarding the two cars sold to Walls Police Department by the Sheriff’s Department. One of the cars had not been listed as surplus.**
- 2) **Ms. McCool stated that the inventory disposition that was added to the agenda was regarding a Sheriff’s patrol car that was totaled in an accident.**

Sheriff Bill Rasco stated that this was one of the brand new cars that had just been put on the road and it was run into by an elderly gentleman with no insurance. Board Attorney Tony Nowak suggested Sheriff Rasco contact Rex Haynes and see if the car is covered under the County’s general liability policy as property. County Administrator Vanessa Lynchard asked Sheriff Rasco to turn the report in to Risk Manager Reby Johnson who is handling claims with Rex Haynes.

Supervisor Jessie Medlin made the motion and Supervisor Lee Caldwell seconded the motion to approve both inventory dispositions.

The motion passed by a vote as follows:

Supervisor Jessie Medlin, First District	<u>YES</u>
--	------------

Supervisor Mark Gardner, Second District	<u>ABSENT</u>
Supervisor Bill Russell, Third District	<u>YES</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Michael Lee, Fifth District	<u>YES</u>

See Exhibit H.5.c.1 & 2.

d. Appoint Mallory House as Assistant Inventory Clerk

County Administrator Vanessa Lynchard said that CFO Andrea Freeze is trying to achieve some depth in the accounting department. Mallory House will be the back up to Char McCool.

Supervisor Lee Caldwell made the motion and Supervisor Bill Russell seconded the motion to approve Mallory House as Assistant Inventory Clerk.

The motion passed by a vote as follows:

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

e. Interfund Transfer – Court Reporters

County Administrator Vanessa Lynchard stated that for some reason the Court Administrator budget is over by \$52,000.00. We suspect a billing mistake by AOC, and are working with them to come to a resolution. In order to get the budget closed out, accounting needs to do an interfund transfer until we get this worked out with AOC.

Supervisor Jessie Medlin made the motion and Supervisor Lee Caldwell seconded the motion to approve the Interfund Transfer as presented.

The motion passed by a vote as follows:

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

See Exhibit H.5.e.

f. Supplemental Claims Docket

Chief Financial Officer Andrea Freeze, of the Office of Finance and Accounting, presented the claims docket to the Board. Mrs. Freeze read the items on the supplemental claims docket individually and the Board discussed these items. Office Manager Stephanie Hanks was present to verify invoice amounts.

Supervisor Michael Lee asked about the following claims:

- Page 5. Peter Krizmanitz – Mrs. Hanks produced the invoice that showed a county mower threw a rock and broke Mr. Krizmanitz’s glass. The county reimbursed him for the damage he paid for initially.
- Page 15 – Upchurch Services – Did we just replace one? Mrs. Hanks said it was approved and recently billed.
- Page 33 – Repairs on old helicopter? Sheriff Rasco stated that the repairs had to be made to the old helicopter to be able to trade it in.
- Page 42 – Vohne Liche Kennels – Bite Suit – Sheriff Rasco stated the old suit was torn up and had to be replaced.
- Page 51. Bass Pro – Life Jackets – We just bought life jackets on last docket. Sheriff Rasco stated that his department needed many different sizes and some had to be replaced because of expiration. Supervisor Caldwell asked again about paying Tennessee tax and trying to purchase these in state.

Sheriff Rasco stated that he was sure Officer Nichols shopped and got the best price. County Administrator Vanessa Lynchard said there is a Bass Pro Shop in Jackson, MS and to please be sure the purchasing officer knew of that.

Propper Tactical – Mrs. Hanks produced the invoice showing 25 pair of tactical pants.

Break Away Vests – The invoice showed 20 vests at \$22 each. Class II

Fixed Mount Radios – Sheriff Rasco said these radios are for Search & Rescue to be able to communicate with barges.

Supervisor Jessie Medlin asked about the following claims:

Page 52 – Advanced Screening Solutions – Several different prices. Mrs. Hanks said it depends on what type of drug screen panel is done. Mrs. Lynchard said a lesser panel can be done if not for cdl drivers, but we cannot do less than the DOT requires.

Page for Tax Collector – Bought paper fans for what. Mrs. Lynchard said they were for the bidders at the tax sale. Supervisor Lee said bidder cards are a fraction of the cost and should be looked at for next year.

Supervisor Lee Caldwell asked about the following claims:

Page 17 – State Treasurer Fund – IT Director John Mitchell stated this is for the long distance phone service. It comes through ITS who pre-negotiates the contract for us.

Page 32 –APG Office Furniture – The invoice showed 5 chairs for dispatchers.

Page 36 – ATT Bill – John Mitchell stated this is for our portion of the new radio system that is going in. Southaven, Olive Branch and Horn Lake are doing the same radios.

Page 37 – Clifford Freeman – New hires – Sheriff Rasco said this is polygraph tests for new hires.

State Treasurer Fund 3713 – Sheriff Rasco said this is for Training and registration reimbursement for MLEO2A

Page 42 – Motorola - \$16,355 – Sheriff stated new portable radios for new cars.

Motorola - \$6,542.00 – Sheriff stated equipment for new cars.

Page 53 – BoundTree Medical – Invoice showed 3 stretchers

Page 53 – Sierra – John Mitchell said that is for electronic devices in the new ambulances

Page 85 – Norix Group – Mrs. Lynchard stated this is furniture and installation at the new jail.

Page 90 – Dept. of Finance & Admin - \$126,000 – Mrs. Hanks said this is settled by justice court monthly. It comes in and goes out equally.

Supervisor Bill Russell asked about the following claims:

Page 5 – Increase insurance for jail. Mrs. Lynchard said this increase is for the new jail and contents

Page 6 – Training for Bennie & Austin – Mrs. Lynchard stated this is for a National training and this was the closest training in driving distance. It is not within driving distance very often and that is why they are both going.

In accordance with Section 19-13-31 and Section 19-11-23 of the Mississippi Code Annotated, Supervisor Lee Caldwell made the motion and Supervisor Michael Lee 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>ABSENT</u> (left the room)
Supervisor Mark Gardner, Second District	<u>ABSENT</u>
Supervisor Bill Russell, Third District	<u>YES</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Michael Lee, Fifth District	<u>YES</u>

6. Contract Administration

a. Pitney Bowes Inc. Signature Required – Contract Amount has changed.

Director of Procurement and Administrative Services Pat McLeod stated that we are paying this in arrears and Board Attorney Tony Nowak has reviewed the contract. The amount has decreased as we are now paying on state contract.

Supervisor Jessie Medlin made the motion and Supervisor Lee Caldwell seconded the motion to approve the contract with Pitney Bowes to pay in arrears and authorize the Board President to sign.

The motion passed by a vote as follows:

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

See Exhibit H.6.a.

b. Tax Collector – Tina Hill Independent Contractor – Signature Required – Contract amount has changed

Mrs. McLeod reported that this contract is paid in arrears. The amount has increased from \$4500.00 to \$4900.00. Ms. Hill hand delivers the delinquent statements for personal property.

Supervisor Jessie Medlin made the motion and Supervisor Lee Caldwell seconded the motion to approve the contract with Tina Hill Independent Contractor to pay in arrears and authorize the Board President to sign.

The motion passed by a vote as follows:

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

See Exhibit H.6.b.

c. Worker's Compensation

- 1) Approval of Contract with MPE for Worker's Comp
- 2) Approval to Sign Worker's Comp Client Authorization Agreement
- 3) Approval to Cover Volunteer Firemen for Worker's Comp

Board Attorney Tony Nowak stated that he recommends changing three provisions in the Authorization Agreement regarding 30 vs 45 days for payments, the clause for reimbursement of costs and fees in the event of litigation needs to come out, and the choice of law and venue need to be in MS.

Supervisor Jessie Medlin made the motion and Supervisor Lee Caldwell seconded the motion to approve the Contract with MPE, the Client Authorization Agreement with the changes recommended by the Board Attorney, and to include coverage for Volunteer Firemen, not to exceed last year's rate, pending legal review and authorize the Board President to sign the above documents.

The motion passed by a vote as follows:

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

See Exhibit 6.c.1 & 2.

d. New Contract – Comcast Business Service Order – Extension Service Internet Service

Mrs. McLeod stated that AT&T had decided that certain areas could no longer be covered under State Contract. AT&T increased their bill almost \$100 after this decision. Dr. Joy Anderson, MS Extension Service, stated that they use T-1 high speed internet connection for training and satellite meetings to

keep from traveling so much. MS State worked with John Mitchell and worked a deal with Comcast to get the bill amount from \$467 to \$182 with better connectivity and higher speed. This is a savings of \$100 from the original AT&T bill also.

Supervisor Lee Caldwell made the motion and Supervisor Michael Lee seconded the motion to pay Comcast at the first of the month, finding that Comcast is a large, reliable company that has been in service a long period of time and will be able to fulfill the terms of the agreement, and the County will be receiving the benefit of services immediately provided upon payment.

The motion passed by a vote as follows:

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

See Exhibit H.6.d.

7. County Administrator

a. Appoint Committee to Inspect Sheriff's Administration Building

County Administrator Vanessa Lynchard stated that the Board always needs to appoint a committee to inspect new construction, and the Sheriff's Administration Building is nearing completion.

Supervisor Bill Russell made the motion and Supervisor Lee Caldwell seconded the motion to appoint Supervisor Jessie Medlin and Supervisor Mark Gardner to serve on the Sheriff's Administration Building Inspection Committee.

The motion passed by a vote as follows:

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

b. Appoint Committee to Inspect Jail Addition

Supervisor Lee Caldwell made the motion and Supervisor Michael Lee seconded the motion to appoint Supervisor Jessie Medlin and Supervisor Mark Gardner to serve on the Jail Addition Inspection Committee.

The motion passed by a vote as follows:

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

Supervisor Lee Caldwell asked if there would be an open house for the Jail Addition and Sheriff Rasco stated they would love to do that for the public to come see the new facility.

c. EMS Collections Contract

County Administrator Vanessa Lynchard stated that the EMS committee has been looking at the collections of the EMS Department. She noted that the medical field has not had an excellent collection rate across the board. There is money that is uncollected in the County. The EMS committee is recommending working with TransRecovery Solutions located in Olive Branch. They

will take a soft collection approach with residents. Mrs. Lynchard explained the process as follows:

- 1) The person will get 4 bills sent out.
- 2) The person will get a phone call.
- 3) The person will get another letter that gives them an additional 30 days to pay.

These three steps will be taken by the County before the bill goes to collections.

Mrs. Lynchard stated that we need to authorize the Board Attorney to rewrite the contract with TransRecovery Solutions. There was discussion among the Board regarding the length of time and if it would be effective if the people would not be taken to court. Mrs. Lynchard stated that over time we will review the success and can make adjustments at that time.

Supervisor Lee Caldwell made the motion and Supervisor Michael Lee seconded the motion to authorize the firm of Smith, Phillips, Mitchell, Scott & Nowak to review and revise the contract for EMS collections as necessary.

The motion passed by a vote as follows:

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

8. Road Department – Finding of Fact – 6353 Braybourne Main

Road Manager Andy Swims presented pictures of damages done to private property associated with drainage and erosion on a portion of Braybourne Main which is affecting the health, safety and welfare of the public. Mr. Swims asked permission to investigate and repair as needed.

Supervisor Jessie Medlin made the motion and Supervisor Lee Caldwell seconded the motion to accept the finding of fact and that the conditions at 6353 Braybourne Main are adversely affecting the health, safety and welfare of the citizens of DeSoto County to authorize the Road Manager to proceed with the investigation of damage and repair as needed, in accordance with Mississippi code section 19-5-92.

The motion passed by a vote as follows:

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

See Exhibit H.8.

9. Board Attorney

a. Contract for Coroner’s Lease with Tom & Peggy Flinn

Board Attorney Tony Nowak stated that there has been no change in the terms of the lease. It calls for paying in advance and the owners have been performing the service for years. We do have immediate right to the property that is currently being occupied.

Supervisor Lee Caldwell made the motion and Supervisor Jessie Medlin seconded the motion to pay Tom & Peggy Flinn at the first of the month, finding that the Flinns have been performing the service to the County for several years and demonstrated an ability to fulfill the terms of the contract; and the Coroner’s Office receives the benefit of immediate access to the property that is currently being occupied by them.

The motion passed by a vote as follows:

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

Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Michael Lee, Fifth District	<u>YES</u>

See Exhibit H.9.a.

b. Hillwood Project

Board Attorney Tony Nowak asked the Board to approve the dedication for right of way for the extension of Polk Lane, accept a permanent easement and approve the fee titles for the Hillwood Project as presented.

Supervisor Jessie Medlin made the motion and Supervisor Lee Caldwell seconded the motion to accept the dedication for right of way for the extension of Polk Lane upon completion of the road to county standards, accept a permanent easement for Polk Lane upon completion of the road to county standards, and approve the fee titles for 2 acres of land, each as presented and being a part of the Hillwood Project.

The motion passed by a vote as follows:

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

Supervisor Michael Lee made the motion and Supervisor Lee Caldwell seconded the motion to open a Public Hearing for the Planning Commission to present rezoning requests for Bakersfield West and Skufca 3 Lot Subdivision. Planning Director, Benny Hopkins, announced that Hunters Trace rezoning was taken off the agenda and the public was informed that they would be notified of the next public hearing to discuss Hunters Trace subdivision.

The motion passed by a vote as follows:

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

I. PLANNING COMMISSION

**DESOTO COUNTY BOARD OF SUPERVISORS
PLANNING AGENDA
ORDER OF ITEMS
September 21, 2015**

1. PUBLIC HEARING

Supervisor Caldwell made the motion and Supervisor Lee seconded the motion to go into Public Hearings advertised for this day.

THE FOLLOWING ACTION WAS TAKEN ON THIS MATTER:

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

a. **Rezoning Amendment**

- i. **Hunters Trace (737) - Application is for approval of Rezoning of property from Agricultural (A) to R-20, identified as Parcel #3-07-6-13-00-0-00002-00 Subject property is located on the east side of Laughter Road and north of Chamberlin in Section 13, Township 3, Range 7 and is zoned Agricultural (A). (District 5) Continued from September 8, 2015 Meeting of the Board of Supervisors
Applicant: Bridgforth Properties**

The applicant asked that this item be heard at a later date; Planning staff will re-notice 15 days prior to it being heard by the Board of Supervisors. The matter was thereby removed from the agenda.

- ii. **Bakersfield West (739) - Application is for approval of Rezoning of property from Agricultural-Residential (A-R) to R-20, identified as Parcel #2-07-7-26-00-0-00003-00 Subject property is located on the east side of Malone Road and south of Pleasant Hill Road in Section 26, Township 2, Range 7 and is zoned Agricultural-Residential (A-R). (District 5)
Applicant: Bridgforth Properties**

Mr. Bennie Hopkins presented the Bakersfield West application for approval of rezoning of property from Agricultural-Residential to R-20. He stated Mr. Joe F. Lauderdale was present to represent the application.

Supervisor Medlin asked if the application is for lots that are a minimum lot size of 17,000 sqf. Mr. Hopkins stated 17,000 sqf lot size mentioned is what was listed in the Comprehensive Plan not the application for this rezoning project.

Supervisor Lee stated it is mentioned in the staff report that the minimum lot width for R-20 lots is 75 feet and he thought the required minimum lot width for R-20 zone was 100 feet. Mr. Hopkins stated the DeSoto County Zoning Ordinance states that the required minimum lot width for an R-20 lot is 75 feet.

Supervisor Lee asked if there will be an entrance to the subdivision from Malone Road. Mr. Cardosi stated the proposed rezoning site touches Malone Road. Mr. Lauderdale stated there will be an entrance on Malone Road.

There was discussion about the minimum lot width of R-20 lots.

Mr. Lauderdale stated that the land east of the proposed rezoning site is Bakersfield Subdivision and is zoned R-20. He stated Bakersfield Subdivision with 103 lots was rezoned in 2004 based on need and available utilities. He then stated when it was developed enough utilities were included to serve future development. Supervisor Medlin asked if sewer will go to Bridgetown Subdivision. Mr. Lauderdale stated it would not, that there will be a new line installed that will go to Bean Patch. He stated all of the lots in Bakersfield Subdivision have been sold.

Mr. Lauderdale stated this request is being based on change in the neighborhood. The requested zoning conforms to the 2004 Comprehensive Plan. Changes in the character of the neighborhood include the installation of I-269, new schools, new shopping and adequate utilities to support the proposed development.

Supervisor Lee asked if there is an existing access point to the proposed site from Pleasant Hill Road. Mr. Lauderdale confirmed that there is an existing road to be used as an access point for the proposed development.

Supervisor Russell asked if there was anyone to speak for or against this item. There was no one present.

Supervisor Lee made a Motion to approve the Bakersfield West Rezoning as presented due to change in the character of the neighborhood, as discussed, and the public need for additional housing in the area. Supervisor Medlin 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>ABSENT</u>
THIRD DISTRICT SUPERVISOR, BILL RUSSELL	<u>YES</u>
FOURTH DISTRICT SUPERVISOR, LEE CALDWELL	<u>YES</u>
FIFTH DISTRICT SUPERVISOR, MICHAEL LEE	<u>YES</u>

- iii. **Skufca 3 Lot Subdivision (741) - Application is for approval of Rezoning of property from Agricultural-Residential (A-R) to R-20, identified as Parcel #1-05-8-33-00-0-00015-00 Subject property is located on the west side of Payne Lane and south of Smokey Lane in Section 33, Township 1, Range 5 and is zoned Agricultural-Residential (A-R). (District 1)
Applicant: Diane Skufca**

Mr. Hopkins presented the application for Skufca 3 Lot Subdivision for approval of rezoning of property from Agricultural-Residential (A-R) to R-20. He stated Mr. Henry Porter was present to represent this application.

Mr. Porter stated the property surrounding the proposed site has all been zoned R-20 or R-30 and that the applicant would like to rezone a portion of her property to R-20. Supervisor Medlin asked if the applicant is going to keep the remaining 6 ½ acres zoned Agricultural-Residential (A-R). Mr. Porter confirmed that the applicant will keep the remaining 6 ½ acres zoned Agricultural-Residential (A-R).

Supervisor Russell asked if there was anyone to speak for or against this item. There was no one present.

Supervisor Medlin made a Motion to approve the Bakersfield West Rezoning as presented due to change in the character of the neighborhood as presented, and the public need for additional housing in the area. Supervisor Caldwell seconded the Motion.

THE FOLLOWING ACTION WAS TAKEN ON THIS MATTER:

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

Supervisor Caldwell made the motion and Supervisor Lee seconded the motion to close the Public Hearing.

THE FOLLOWING ACTION WAS TAKEN ON THIS MATTER:

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

2. CONSENT AGENDA

- a. **Minor Lot**

- i. **Wolfe Minor Lot (7014) - Application is for minor lot subdivision approval of one (1) lot on 1.50 acre(s) identified as Parcel(s) #3-07-2-10-00-0-00003-02. Subject property is located on the east side of Getwell Road and south of Bright Road in Section 10, Township 3, Range 7 and is zoned Agricultural (A). (District 5)
Applicant: Chris Wolfe**

Mr. Hopkins presented the Consent Agenda.

Supervisor Lee made the motion and Supervisor Caldwell seconded the motion to approve the Consent Agenda.

THE FOLLOWING ACTION WAS TAKEN ON THIS MATTER:

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

3. NEW BUSINESS

a. Minor Lot

- i. **Secret Meadows Minor Lot (7012) - Application is for minor lot subdivision approval of one (1) lot on 2.58 acre(s), one (1) lot on 2.57 acre(s), one (1) lot on 2.00 acre(s) and one (1) lot on 2.86 acre(s) identified as Parcel(s) #2-06-1-01-00-*0-00039-00. Subject property is located on the west side of Polk Lane and south of Whispering Pines in Section 1, Township 2, Range 6 and is zoned Agricultural-Residential (A-R). (District 1)
Applicant: Gabriel Noble**

Mr. Hopkins presented the Secret Meadows Minor Lot application for minor lot subdivision approval of one (1) lot on 2.58 acre(s), one (1) lot on 2.57 acre(s), one (1) lot on 2.00 acre(s) and one (1) lot on 2.86 acre(s) to include a waiver of the maximum easement length of 600 feet. Mr. Gabriel Nobles was present to represent the application.

Mr. Nobles stated the subdivision is being requested to divide the property between family members.

Supervisor Medlin made the motion and Supervisor Caldwell seconded the motion to approve Secret Meadows Minor Lot to include the waiver of the maximum easement length.

THE FOLLOWING ACTION WAS TAKEN ON THIS MATTER:

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

Supervisor Medlin asked how long the applicant has owned the property. Mr. Nobles stated he has owned the property for a year.

b. Preliminary Subdivision

- i. **Anderson Lane Subdivision (6978) - Application is for approval of Preliminary Subdivision of 14 lots on 33.17 acre(s) identified as Parcel #3-06-2-0400-0-00006-00. Subject property is located on the**

**west side of Anderson Lane and north of Vaiden Road in Section 4, Township 3, Range 6 and is zoned Agricultural (A) (District 5)
Applicant: EBI, Inc.**

Mr. Hopkins stated the applicant for this item has asked that it be removed from the agenda at this time.

c. Final Subdivision

- i. Billy Todd Subd, 1st Rev. of Lots 2 & 3 (7013) - Application is for approval of Final Subdivision of one (1) lot of 1.73 acre(s) and one (1) lot of 1.39 acre(s) property identified as Parcel #3-06-6-23-00-0-00021-00, #3-06-6-23-00-0-00023-00, and #3-06-6-23-00-0-00024-00. Subject property is located on the east side of Hwy 305 and north of Holly Springs Road in Section 23, Township 3, Range 6 and is zoned C-2 Highway Commercial (District 5)
Applicant: DG Hernando, LLC**

Mr. Hopkins presented the Billy Todd Subd., 1st Rev. of Lots 2 & 3 for approval of Final Subdivision of one (1) lot of 1.73 acre(s) and one (1) lot of 1.39 acre(s).

Supervisor Lee made the motion and Supervisor Medlin seconded the motion to approve Billy Todd Subd., 1st Rev. of Lots 2 & 3 for approval of Final Subdivision of one (1) lot of 1.73 acre(s) and one (1) lot of 1.39 acre(s).

THE FOLLOWING ACTION WAS TAKEN ON THIS MATTER:

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

4. OTHER

- a. Scrivener's error – Change the road name of Bakersfield Drive to Bakers Trail in Bakersfield Subdivision Section D.**

Mr. Hopkins presented the Scriveners error change the road name of Bakersfield Drive to Bakers Trail in Bakersfield Subdivision Section D.

Supervisor Lee made the motion and Supervisor Caldwell seconded the motion to approve the change of the road name of Bakersfield Drive to Bakers Trail in Bakersfield Subdivision Section D, so as to correct a scrivener's error.

THE FOLLOWING ACTION WAS TAKEN ON THIS MATTER:

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

- b. Preliminary FIRM and FIS report for DeSoto County.**

Mr. Hopkins presented the report and stated FEMA/MEMA will set up a meeting in the future concerning these reports.

J. EXECUTIVE SESSION

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

Supervisor Lee Caldwell made the motion and Supervisor Michael Lee seconded the motion to recess the Board meeting until October 5, 2015 at 9:00 a.m.

The motion passed by a vote as follows:

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

THIS the 21st day of September, 2015, these minutes have been read and approved by the DeSoto County Board of Supervisors.

Bill Russell, President
DeSoto County Board of Supervisors