

DESOTO COUNTY BOARD OF SUPERVISORS

BOARD MEETING MINUTES

DISTRICT TWO SUPERVISOR MARK GARDNER, Presiding

February 5, 2018

A. CALL TO ORDER

The February 5, 2018 meeting of the DeSoto County Board of Supervisors was called to order by Supervisor Mark Gardner, Board President.

Sheriff Bill Rasco 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 Michael Lee	District 5
Sheriff Bill Rasco	Sheriff
Misty Heffner	Chancery Clerk
Vanessa Lynchard	County Administrator
Tony Nowak	Board Attorney

B. INVOCATION

Pastor Benjamin Smith of Miracle Temple Ministries on Church Road presented the invocation. Pastor Smith stated they have recently relocated their church and the congregation looks forward to partnering and being involved with the community.

C. PLEDGE OF ALLEGIANCE

D. APPROVAL OF JANUARY MINUTES

Supervisor Gardner asked if everyone had read over the January minutes.

Supervisor Lee Caldwell made the motion and Supervisor Bill Russell seconded the motion to accept the minutes of the Board of Supervisors for January, 2018, as presented this date; pursuant to Section 19-3-27 of the Mississippi Code of 1972, annotated.

The motion passed by a vote as follows:

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

See Exhibit D.

E. CITIZEN REMARKS & PRESENTATIONS

1. Introduction of Meredith Wickham, Director of First Regional Libraries

Ms. Wickham introduced herself and expressed thanks to the Board. She stated she has reviewed the support the Board of Supervisors has given the library for the past 20 years and it has been consistent and serious support. She said it is clear the Board cares for all the libraries. Ms. Wickham stated First Regional has a reputation throughout the State and the Region as being one of the best systems. She said she had several calls congratulating her on getting this job, and she is really looking forward to

working with the Board. Ms. Wickham encouraged the Board to reach out to the libraries and let them help in any way they can.

Supervisor Caldwell stated DeSoto County is proud of its library system, and that many people in the County depend on the library for internet service and the many wonderful things the library offers. She said she utilized the library's resources when working toward Continuing Education Units as a teacher. Ms. Wickham stated they also have in-house ability to help preschool teachers get certification.

Supervisor Gardner said the citizens appreciate all the resources of the library, including a public meeting room that is a great offering for the people.

Ms. Wickham said she appreciated the Board being so welcoming to her today. She introduced some staff members that accompanied her as Denise McOwen, Youth Services Specialist & Outreach; Jesse Pool, Hernando/Walls/Horn Lake Library Manager; and Brenda Bostick, the "face" of First Regional Library in Hernando.

2. Road Department – Employee Recognition – Darrel Dunn and Thomas “Bud” Jones

Road Manager Andy Swims stated Mr. Dunn and Mr. Jones work in the Eastern District for the Road Department. He stated their department works behind the scenes and deal with the public on a daily basis. Mr. Swims stated they get a lot of criticism, but they get a lot of compliments as well. He stated the Road Department does a lot to help the citizens of DeSoto County. Mr. Swims read a letter he received complimenting Mr. Dunn & Mr. Jones (See Exhibit E.2.) after the recent ice storm.

Mr. Swims stated the Board wanted to take time to say thank you to Mr. Dunn & Mr. Jones and that the County is honored to have such good employees. Mr. Dunn expressed his thanks. Mr. Jones said he has enjoyed doing his job for over 17 years.

Supervisor Medlin said he has known Mr. Jones his whole life, and they used to work together at Big Star in Olive Branch. He stated he got many emails during the ice storm complimenting the County on how well the roads were maintained. Supervisor Medlin stated that staying with the lady and making sure she was safe was very commendable. He informed the Board that the lady had her wreck in a curve and staying there with her was a good safety call on the part of Mr. Dunn & Mr. Jones. Supervisor Medlin stated he would be proud to have these men stay with his wife if she had an accident. He expressed his thanks to both men.

Supervisor Gardner stated the entire Board got many compliments on the County roads during the ice event. He stated the Road Department employees were out on the roads when other County employees stayed home. He said even the ladies in the office came in to give support to the road crews. Supervisor Gardner stated the Road Department, like the Sheriff's Department, never closes.

Mr. Pieter Zee of the Tax Assessor's Department also had compliments for the Road Department.

Supervisor Gardner asked if there was anyone present who wished to address the Board on an item not on the agenda. No one came forward.

See Exhibit E.2.

F. APPROVAL OF AGENDA: ADDITIONS & DELETIONS

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

1. County Administrator Vanessa Lynchard requested to add the following:

- a. Clarification: Solid Waste for \$255 is connected to New Business I.4.c. (Consent, G.2.a.)
- b. Procurement - Reverse Auction Update (Old, H.9.)
- c. Facilities - Juvenile Justice Center Building Dedication (Old, H.10.)
- d. Road Department - Conner Drive Update (Old, H.11.)
- e. Finance & Accounting – Late Bill Landers Center (New, I.4.g.)
- f. Clarification – Item I.13 should read Juvenile Justice Center Ribbon Cutting
- g. Board Attorney - Greenways Ownership – (New, I.19.)
- h. State Treasurer – Unclaimed Property Event (New, I.20.)
- i. Facilities – Juvenile Jail Expansion (New, I.21.)

j. Legislation – HB1122 & SB 2610 (New, I.22.)

2. Mrs. Lynchard requested to consider the following for Executive Session:

- a. Human Resources – Personnel – HLCISD (Executive, K.1.e.)
- b. Human Resources – Personnel - Environmental Services (Executive, K.1.f.)

3. Mrs. Lynchard requested to delete the following items:

- a. Contract Administration – Fants Monitoring Contract & Service Agreement – (New, I.5.a.)

4. Supervisor Russell requested to add the following items:

- a. Nomination to Ozone Action Committee – (Old, H.2.b.)

5. Sheriff Rasco requested to add the following items:

- a. Approval to Buy 2 School Buses from DC Schools at \$10 Each (New, I.26.)

6. Grant Administrator Tanner Kuntz requested to add the following items:

- a. Approval to Apply for EMPG 2018 Grant (New, I.7.c.)

7. Supervisor Michael Lee requested to add the following items:

- a. Nomination to Keep DeSoto County Beautiful (Old, H.2.c.)

8. Environmental Services Director Ray Laughter requested to add the following items:

- a. Invite Board Members to MS Recycling and Keep MS Beautiful Day in Jackson on Wednesday, February 7 (New, I.27.)

Supervisor Lee Caldwell made the motion and Supervisor Michael Lee seconded the motion to approve the agenda items and actions with the additions, deletions, and changes as 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	<u>YES</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Michael Lee, Fifth District	<u>YES</u>

G. CONSENT AGENDA

1. Department of Human Resources: Monthly Health Claims Report

Funding Request	Date Paid	Amount	Claim Type
Date			
1/2/18	1/2/18	\$92,024.82	Administrative Fees
1/2/18	1/3/18	\$59,216.10	Medical
1/2/18	1/3/18	\$6,464.25	Dental
1/2/18	1/3/18	\$12,921.47	Pharmacy
1/8/18	1/8/18	\$57,981.72	Medical
1/8/18	1/8/18	\$5,036.50	Dental
1/8/18	1/8/18	\$17,994.29	Pharmacy
1/15/18	1/17/18	\$48,850.43	Medical
1/15/18	1/17/18	\$7,702.70	Dental
1/15/18	1/17/18	\$21,859.12	Pharmacy
1/23/18	1/24/18	\$86,252.52	Medical
1/23/18	1/24/18	\$2,632.30	Dental
1/23/18	1/24/18	\$16,921.16	Pharmacy
1/29/18	1/30/18	\$25,871.24	Medical
1/29/18	1/30/18	\$6,629.02	Dental
1/29/18	1/30/18	\$12,487.49	Pharmacy
	TOTAL	\$480,845.13	

2. Office of Finance & Accounting

- a. **Budget Amendments** – Animal Services, Chancery Court, Craft at Bethel Rd Widening,

Ingrams Mill Bridge Replacement, New Software Project, District 3 Constable, Juvenile Court Project, Hawks Crossing Project, Garbage and Solid Waste, Interfund Transactions, Patrol/Law Enforcement, EMA Equipment Grant, Hernando DeSoto Park, Johnson Creek Greenway Project, Nail Road/Hacks Cross/Center Hill, Motor Vehicle Registration-IT, Dept of Road Management, District 3 Constable

		Fund/Department #		001 / 445		
(1)	Animal Services					
ACCT #	LINE ITEM	YEAR TO DATE	ADOPTED BUDGET	INCREASE	DECREASE	REVISED BUDGET
	REVENUE					
001-000-370	Animal Shelter Donations	\$ 1,132.00	\$ 1,007	\$ 125		\$ 1,132
	EXPENSE					
001-445-938	Heating & Air Units - Donations	\$ -	\$ 5,776	\$ 125		\$ 5,901
		Fund/Department #		001 / 160		
(2)	Chancery Court					
ACCT #	LINE ITEM	YEAR TO DATE EXPENSES	ADOPTED BUDGET	INCREASE	DECREASE	REVISED BUDGET
001-160-407	Attorneys - Ordered / Appointed	\$ 17,822.81	\$ 45,720	\$ 6,000		\$ 51,720
001-160-486	Department Allowance	\$ -	\$ 6,000		\$ 6,000	\$ -
		TOTALS	\$ 51,720	\$ 6,000	\$ 6,000	\$ 51,720
Reason for Request: (Show detailed	To correct budget error, these funds were not budgeted in the correct line item.					
		Fund/Department #		160 / 377 & 399		
(3)	Craft at Bethel Rd Widening					
ACCT #	LINE ITEM	YEAR TO DATE EXPENSES	ADOPTED BUDGET	INCREASE	DECREASE	REVISED BUDGET
160-377-914	Property Easements / ROW	\$ 21,265.40	\$ 19,766	\$ 2,400		\$ 22,166
160-399-914	Property Easements / ROW	\$ -	\$ 37,687		\$ 2,400	\$ 35,287
		TOTALS	\$ 57,453	\$ 2,400	\$ 2,400	\$ 57,453
Reason for Request:	To allocate funds to correct project line item.					
		Fund/Department #		170 / 381		
(4)	Ingrams Mill Bridge Replacement					
ACCT #	LINE ITEM	YEAR TO DATE EXPENSES	ADOPTED BUDGET	INCREASE	DECREASE	REVISED BUDGET
170-381-914	Property Easements / ROW	\$ 11,977.73	\$ 11,950	\$ 50		\$ 12,000
170-381-555	Engineering Fees	\$ -	\$ 86,750		\$ 50	\$ 86,700
		TOTALS	\$ 98,700	\$ 50	\$ 50	\$ 98,700
Reason for Request:	To allocate funds to correct project line item.					
		Fund/Department #		380 / 152		
(5)	New Software Project					
ACCT #	LINE ITEM	YEAR TO DATE EXPENSES	ADOPTED BUDGET	INCREASE	DECREASE	REVISED BUDGET
380-152-550	Legal Fees	\$ 1,065.00	\$ 1,000	\$ 100		\$ 1,100
380-152-559	Other Prof Fees & Services	\$ -	\$ 1,985,400		\$ 100	\$ 1,985,300
		TOTALS	\$ 1,986,400	\$ 100	\$ 100	\$ 1,986,400
Reason for Request:	To allocate funds to correct project line item.					
		Fund/Department #		001 / 263		
(6)	District 3 Constable					
ACCT #	LINE ITEM	YEAR TO DATE EXPENSES	ADOPTED BUDGET	INCREASE	DECREASE	REVISED BUDGET
001-263-610	Professional Supplies	\$ -	\$ -	\$ 375		\$ 375
001-263-613	Law Enforcement Supplies	\$ -	\$ 100		\$ 100	\$ -
001-263-917	Other Mobile Eqmt - Less \$5,000	\$ -	\$ 200		\$ 200	\$ -
001-263-925	Radios	\$ -	\$ 200		\$ 75	\$ 125
		TOTALS	\$ 500	\$ 375	\$ 375	\$ 500
Reason for Request:	To move funds in order to pay for vehicle signage.					
		Fund/Department #		315 / 163		
(7)	Juvenile Court Project					
ACCT #	LINE ITEM	YEAR TO DATE EXPENSES	ADOPTED BUDGET	INCREASE	DECREASE	REVISED BUDGET
315-163-594	Other Contractual Services	\$ 219,579.27	\$ 492,971		\$ 2,100	\$ 490,871
315-163-921	Other Cap Outlay Under \$5000	\$ -	\$ -	\$ 2,100		\$ 2,100
		TOTALS	\$ 492,971	\$ 2,100	\$ 2,100	\$ 492,971
Reason for Request: (Show detailed	To purchase ice machine for juvenile court project out of correct line item.					

		Fund/Department #		101 / 530 & 538				
(8)	Hawks Crossing Project							
ACCT #	LINE ITEM	YEAR TO DATE EXPENSES	ADOPTED BUDGET	INCREASE	DECREASE	REVISED BUDGET		
101-538-550	Legal Fees	\$ -	\$ -	\$ 500		\$ 500		
101-530-550	Legal Fees	\$ -	\$ 10,000		\$ 500	\$ 9,500		
TOTALS			\$ 10,000	\$ 500	\$ 500	\$ 10,000		
Reason for Request:	To code legal fees out of correct line item for project account.							
		Fund/Department #		105 / 340				
(9)	Garbage and Solid Waste							
ACCT #	LINE ITEM	YEAR TO DATE	ADOPTED BUDGET	INCREASE	DECREASE	REVISED BUDGET		
REVENUE								
105-000-387	Transfers in From Govt Funds	\$ 1,620.00	\$ 1,620	\$ 255		\$ 1,875		
EXPENSE								
105-341-550	Legal Fees	\$ 1,620.00	\$ 1,620	\$ 255		\$ 1,875		
TOTALS				OVERALL INCREASE		\$255.00		
Reason for Request:	Increase revenue and increase expense to account for transfer in from operating fund to cover legal expenses.							
		Fund/Department #		001 / 130 & 900				
(10)	Interfund Transactions							
ACCT #	LINE ITEM	YEAR TO DATE EXPENSES	ADOPTED BUDGET	INCREASE	DECREASE	REVISED BUDGET		
001-130-550	Legal Fees	\$ 39,590.75	\$ 177,274		\$ 255	\$ 177,019		
001-900-951	Transfer Out - Government Funds	\$ 2,139,933.68	\$ 3,484,920	\$ 255		\$ 3,485,175		
TOTALS				\$ 255	\$ 255	\$ 3,662,194		
Reason for Request:	To code legal fees out of correct line item for project.							
		Fund/Department #		001 / 202				
(11)	Patrol / Law Enforcement							
ACCT #	LINE ITEM	YEAR TO DATE	ADOPTED BUDGET	INCREASE	DECREASE	REVISED BUDGET		
REVENUE								
001-000-378	Miscellaneous Revenue	\$ 1.25	\$ 500	\$ 471		\$ 971		
EXPENSE								
001-202-542	Vehicle Repair & Maintenance	\$ 15,543.53	\$ 78,450	\$ 471		\$ 78,921		
TOTALS				OVERALL INCREASE		\$471.00		
Reason for Request:	Increase revenue and increase expense to account for items used with the most recent vehicle repairs for the Sheriff's department and paid for by DeSoto County and reimbursed by Benchmark Autobody.							
		Fund/Department #		044 / 288				
(12)	EMA Equipment Grant							
ACCT #	LINE ITEM	YEAR TO DATE EXPENSES	ADOPTED BUDGET	INCREASE	DECREASE	REVISED BUDGET		
044-288-617	Rescue Supply	\$ -	\$ -	\$ 3,005		\$ 3,005		
044-288-922	Other Cap Outlay Over \$5,000	\$ 46,995.00	\$ 50,000		\$ 3,005	\$ 46,995		
TOTALS				\$ 3,005	\$ 3,005	\$ 50,000		
Reason for Request:	Adjust line item to assist with the completion of purchase for the grant.							
		Fund/Department #		101 / 536				
(13)	Hernando DeSoto Park							
ACCT #	LINE ITEM	YEAR TO DATE EXPENSES	ADOPTED BUDGET	INCREASE	DECREASE	REVISED BUDGET		
101-536-555	Engineering Fees	\$ 25,634.04	\$ 25,683	\$ 13,392		\$ 39,075		
101-536-909	Other Improvements over 25000	\$ 191,236.61	\$ 240,000		\$ 13,392	\$ 226,608		
TOTALS				\$ 13,392	\$ 13,392	\$ 265,683		
Reason for Request:	Adjust line items to account for correct engineering fees and construction costs.							
		Fund/Department #		101 / 539				
(14)	Johnson Creek Greenway Project							
ACCT #	LINE ITEM	YEAR TO DATE EXPENSES	ADOPTED BUDGET	INCREASE	DECREASE	REVISED BUDGET		
101-539-555	Engineering Fees	\$ 39,840.59	\$ 39,977	\$ 6,000		\$ 45,977		
101-539-909	Other Improvements over 25000	\$ -	\$ 877,000		\$ 6,000	\$ 871,000		
TOTALS				\$ 6,000	\$ 6,000	\$ 916,977		
Reason for Request:	Adjust line items to account for correct engineering fees.							

		Fund/Department #		160 / 364			
(15)	Nail Road - Hacks Cross-Ctr Hill						
ACCT #	LINE ITEM	YEAR TO DATE EXPENSES	ADOPTED BUDGET	INCREASE	DECREASE	REVISED BUDGET	
160-364-555	Engineering Fees	\$ -	\$ 76,050		\$ 240	\$ 75,810	
160-364-914	Property Easements/ROW	\$ 2,546.79	\$ 2,547	\$ 240		\$ 2,787	
TOTALS			\$ 78,597	\$ 240	\$ 240	\$ 78,597	
Reason for Request:		Adjust line items to account for correct engineering fees.					
		Fund/Department #		108 / 152			
(16)	Motor Vehicle Registration - IT						
ACCT #	LINE ITEM	YEAR TO DATE EXPENSES	ADOPTED BUDGET	INCREASE	DECREASE	REVISED BUDGET	
108-152-594	Other Contractual Services	\$ 1,250.00	\$ 1,250	\$ 200		\$ 1,450	
108-999-999	Ending Cash	\$ -	\$ 42,648		\$ 200	\$ 42,448	
TOTALS			\$ 43,898	\$ 200	\$ 200	\$ 43,898	
Reason for Request:		To account for additional Delta services needed.					
		Fund/Department #		156 / 300			
(17)	Dept of Road Management						
ACCT #	LINE ITEM	YEAR TO DATE EXPENSES	ADOPTED BUDGET	INCREASE	DECREASE	REVISED BUDGET	
156-300-571	Dues and Subscriptions	\$ 300.00	\$ 450	\$ 50		\$ 500	
156-300-594	Other Contractual Services	\$ 1,524.52	\$ 70,000		\$ 50	\$ 69,950	
TOTALS			\$ 70,450	\$ 50	\$ 50	\$ 70,450	
Reason for Request:		To account for additional expenses.					
		Fund/Department #		001 / 263		Updated 7/15	
(18)	District 3 Constable						
ACCT #	LINE ITEM	YEAR TO DATE EXPENSES	ADOPTED BUDGET	INCREASE	DECREASE	REVISED BUDGET	
001-263-925	Radios	\$ -	\$ 125	\$ 205		\$ 330	
001-263-466	Social Security Matching	\$ 137.70	\$ 180		\$ 42	\$ 138	
001-263-475	Mileage & Other Travel Costs	\$ -	\$ 450		\$ 81	\$ 369	
001-263-476	Meals and Lodging	\$ -	\$ 875		\$ 82	\$ 793	
TOTALS			\$ 1,630	\$ 205	\$ 205	\$ 1,630	
Reason for Request:		Allocate funds to pay for transferring radio system to vehicle.					

b. Final Inventory Dispositions – IT, Sheriff's Department

FISCAL YEAR: **2018** PRELIMINARY **FINAL** INVENTORY DISPOSITION

DEPT NAME: IT Department DEPT #: 152

ASSET #	DESCRIPTION	SERIAL #	ISSUE/REASON FOR DISPOSAL	LOCATION AT PRELIMINARY	PRELIMINARY APPROVAL DATE	DISPOSED OF BY	FINAL DISPOSAL LOCATION	DATE OF FINAL APPROVAL
33474	DELL 19" LCD MONITOR	CH054232751E183BAABN3	not compatible	04 800	12-18-17	JH	Warehouse	
39199	PLANAR 22" MONITOR	PC2384JA08888	not compatible	08 300				
39475	NEC 22 INCH LCD MONITOR	82100563TA	not compatible	08 270				
39675	DELL OPTIPLEX PC	JWX22F1	end of life	09 200				
39759	SAMSUNG 19 INCH LCD	NY19HRLS208R09	not compatible	09 184				
39760	SAMSUNG 19" MONITOR	NY19HRLS208792	not compatible	09 184				
39975	HP DESKTOP PC	NW48136055Q	end of life	09 400				
39977	HP DESKTOP PC	NK6347021L	end of life	09 400				
41264	DELL OPTIPLEX	7YVMC1	end of life	11 405				
41456	DELL OPTIPLEX 745	DNH28P1	end of life	11 375				
41457	DELL OPTIPLEX 745	5Y6VQC1	end of life	11 375				
41458	DELL OPTIPLEX 745	6PMX2C1	end of life	11 375				
41512	DELL OPTIPLEX	1NP54F1	end of life	11 375				
41617	DELL OPTIPLEX	QYR52C1	end of life	11 280				
41668	DELL OPTIPLEX 745	JH1DC1	end of life	11 295				
42172	DELL OPTIPLEX	6T97C1	end of life	12 250				
42174	DELL OPTIPLEX	40297C1	end of life	12 250				
42175	DELL OPTIPLEX	7KL6CC1	end of life	12 250				

AUTHORIZATION TO DISPOSE

SIGNED BY: Felicia Hopper DATE: 11/30/17

PRINT NAME: Felicia Hopper

DISPOSED BY: Felicia Hopper DATE: 1/23/18

PRINT NAME: Felicia Hopper

INV CLERK: Angie Saples DATE: 12/13/17

INVENTORY CLERK INFORMATION

PRESENTED TO BOS: 12-18-17

PRESENTED TO BOS: 1-5-18

DATE INVENTORY DISPOSED IN AS450: _____

DATE BOS FINAL MINS ATTACHED: _____

NOTES

ORIGINAL

Page 1 of 2

FISCAL YEAR: 2018

PRELIMINARY

FINAL

INVENTORY DISPOSITION

DEPT NAME: IT Department

DEPT #: 152

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	DATE OF FINAL APPROVAL
42176	DELL OPTIPLEX	404Q1C1	end of life	12	250	IT Dept	12-18-17	FH	Ednote	
42189	DELL LAPTOP	18W73C1	screen broken	12	250					
42722	DELL OPTIPLEX	07JFKC1	end of life	12	160					
42727	DELL 745 OPTIPLEX	42X9D1	end of life	12	160					
43465	DELL 745 OPTIPLEX	8PQ34D1	end of life	13	170					
43468	DELL OPTIPLEX	7V983D1	end of life	13	170					
43478	DELL 745 OPTIPLEX	8W88K1	end of life	13	170					
43917	DELL OPTIPLEX	8N7V6D1	end of life	14	170					
44630	APPLE IPHONE 5S	D18R8G05518874	crushed	15	550					
46224	IPHONE 5S	DK8Q722NFFDQ	will not charge	16	349					

AUTHORIZATION TO DISPOSE SIGNED BY: <u>Jelicia Hopper</u> PRINT NAME: Jelicia Hopper DATE: 11/30/17 DISPOSED BY: _____ PRINT NAME: _____ DATE: _____ INV CLERK: <u>Angie Tapley</u> ANGIE TAPLEY DATE: 12/13/17		INVENTORY CLERK INFORMATION PRESENTED TO BOS: <u>12-18-17</u> PRESENTED TO BOS: <u>2-5-18</u> DATE INVENTORY DISPOSED IN AS400: _____ DATE BOS FINAL MINS ATTACHED: _____	NOTES <p style="font-size: 2em; text-align: center;">ORIGINAL</p> <p style="font-size: 1.5em;">Page 2 of 2</p>
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FISCAL YEAR: 2018

PRELIMINARY

FINAL

INVENTORY DISPOSITION

1 OF 1

DEPT NAME: Sheriff's Department

NRC = NON REPAIRABLE (COST) K = THOUSANDS
NR = NON REPAIRABLE H = HUNDREDS
DAS = DECLARE AS SURPLUS D = DOLLARS

DEPT #: 200
LOC #: _____

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	DATE OF FINAL APPROVAL
38622	FujiFilm Camera	8TA50841	Broken - Inoperable	08	250	Accounting	1-22-17	Angie Tapley	Ednote	
46720	Coleman Digital Camera	2V9WFO24351	Broken - Inoperable	17	570	Accounting				
42506	Genisys EVO diagnostic scanner	RSA51180326	Broken - Inoperable	12	19H	Accounting				
33122	Scanner Access Whalen	263SBS00126	Broken/Inoperable/not compatible	03	2K	Accounting				
38183	VGA Hawk button camera	N/A	Broken - Inoperable	07	3H	Accounting				
38472	Genisys Scanner	MCE08810751	Broken - Inoperable	08	2K	Accounting				

AUTHORIZATION TO DISPOSE SIGNED BY: <u>Justin Smith</u> PRINT NAME: Justin Smith DATE: 01/10/18 DISPOSED BY: <u>Angie Tapley</u> PRINT NAME: Angie Tapley DATE: 1/30/18 INV CLERK: <u>Angie Tapley</u> Angie Tapley DATE: 01/10/18		INVENTORY CLERK INFORMATION PRELIMINARY PRESENT TO BOS: <u>1-22-17</u> FINAL PRESENT TO BOS: <u>2-5-18</u> DATE INVENTORY DISPOSED IN AS400: _____ DATE BOS FINAL MINS ATTACHED: _____	NOTES <p style="writing-mode: vertical-rl; transform: rotate(180deg); font-size: 2em; text-align: center;">ORIGINAL</p>
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FISCAL YEAR: 2017/2018

PRELIMINARY

FINAL

INVENTORY DISPOSITION 2 OF 2

DEPT SHERIFF'S DEPARTMENT
NAME:

K = THOUSANDS
H = HUNDREDS
D = DOLLARS

DEPT 200
LOC

ASSET #	DESCRIPTION	SERIAL #	ISSUE/REASON FOR DISPOSAL	Y	M	D	LOCATION AT PRELIMINARY	PRELIMINARY APPROVAL DATE	DISPOSED OF BY	FINAL DISPOSAL LOCATION	DATE OF FINAL APPROVAL
41892	DELL OPTIPLEX PC	G6BY2F1	Caps Blown on Motherboard	2012	2H		DCSO	12-10-17	JH	recycle	
42059	DELL OPTIPLEX PC	3VKJLC1	Caps Blown on Motherboard	2012	2H		DCSO				
42391	DELL OPTIPLEX PC	G9J97C1	Caps Blown on Motherboard	2012	2H		DCSO				
42394	DELL OPTIPLEX PC	J0M6CC1	Caps Blown on Motherboard	2012	2H		DCSO				
42579	DELL OPTIPLEX PC	5710SD1	Caps Blown on Motherboard	2012	2H		DCSO				
42582	DELL OPTIPLEX PC	CWZ5YC1	Caps Blown on Motherboard	2012	2H		DCSO				
42583	DELL OPTIPLEX PC	CFNHBD1	Caps Blown on Motherboard	2012	2H		DCSO				
42588	DELL OPTIPLEX PC	JF5LYC1	Caps Blown on Motherboard	2012	2H		DCSO				
42730	DELL OPTIPLEX PC	HXN2JD1	Caps Blown on Motherboard	2012	2H		DCSO				
43469	DELL OPTIPLEX PC	8DJ97C1	Caps Blown on Motherboard	2012	2H		DCSO				
43479	DELL OPTIPLEX PC	H450PD1	Caps Blown on Motherboard	2012	2H		DCSO				
43549	DELL OPTIPLEX PC	DFJ97C1	Caps Blown on Motherboard	2014	2H		DCSO				

AUTHORIZATION TO DISPOSE SIGNED BY: <u>[Signature]</u> PRINT NAME: Lt. Justin Smith / C. L. Roger Hutchins DISPOSED BY: <u>[Signature]</u> PRINT NAME: Sula Hering INV CLERK: <u>[Signature]</u> Angie Tepley		DATE: 12/12/17 DATE: 1-30-18 DATE: 12/12/17	INVENTORY CLERK INFORMATION PRELIMINARY PRESENT TO BOS December 18, 2017 FINAL PRESENT TO BOS 1-5-18 DATE INVENTORY DISPOSED IN AS430 DATE BOS FINAL MINS ATTACHED	NOTES <div style="text-align: center; font-size: 2em; font-weight: bold;">ORIGINAL</div> Page 2 of 2
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3. Road Department

- a. Monthly Road Report
- b. January Work Schedule
- c. Road Bond Report

4. Contract Administration – Auto Renewals

- a. Facilities – Holliday Exterminating
- b. Justice Court Municipal Service Bureau

5. Office of Procurement

- a. Request to Approve Bid Specifications & Solicit Bids for County Depository:
Bid File #18-121-002

6. Sheriff’s Department – Uniform Reimbursement (3)

7. Animal Services – MSU Vet Visits Update

8. Chancery Clerk Allowance

9. Approval of Agreement for Purchase of Equipment with NWCC for Stretchers – Signature Required

Supervisor Lee Caldwell made the motion and Supervisor Bill Russell seconded the motion to approve the actions and matters as set forth in the Consent Agenda.

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 Michael Lee, Fifth District	<u>YES</u>

See Exhibit G.

Discussion after vote:

Supervisor Medlin asked if the County got calls to bury animals in the city limits; and, if so, did the calls come from the city or citizens. Mr. Swims stated citizens usually call for that service. Supervisor Gardner asked if the cities provided that service. Mr. Swims said he did not think they did. Supervisor Lee said he would like for the Road Department to see if any of the cities bury animals, and refer the citizens to them if they do. Mr. Swims stated he will get a list of how many animals the Road Department has buried within city limits.

H. OLD BUSINESS

1. Payroll Deductions for Telemedicine

Mrs. Lynchard stated Mr. Davy Hunt from SouthGroup Insurance is present to answer any questions the Board might have. She said he and Mr. Nowak have been working on this question since the last meeting.

Mr. Nowak stated the attorney for SouthGroup is of the opinion that this matter is not subject to ACA laws and he has written a letter to that effect. Mr. Nowak stated having that letter on file is satisfactory and the County can continue with the payroll deductions if they wish.

Mrs. Lynchard stated the motion from the last Board meeting was to discontinue telemedicine from payroll deduction.

Supervisor Lee Caldwell made the motion and Supervisor Jessie Medlin seconded the motion to authorize Human Resources to continue the payroll deductions for the Teladoc service.

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 Michael Lee, Fifth District	<u>YES</u>

2. Board Appointments

a. M.R. Davis Library Advisory Board – District 2

Supervisor Mark Gardner made the motion and Supervisor Bill Russell seconded the motion to appoint Mrs. Betty Moore as the District 2 appointee on the M.R. Davis Library Advisory Board.

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 Michael Lee, Fifth District	<u>YES</u>

b. Ozone Action Committee – District 3

Supervisor Bill Russell made the motion and Supervisor Jessie Medlin seconded the motion to appoint Ray Denison as the District 3 representative on the Ozone Action Committee.

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 Michael Lee, Fifth District YES

c. Keep DeSoto County Beautiful – District 5

Supervisor Michael Lee made the motion and Supervisor Lee Caldwell seconded the motion to appoint Carla Jessick as the District 5 representative on the Keep DeSoto County Beautiful Committee.

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 Michael Lee, Fifth District YES

3. Airplane Hangar – Request to Waive Penalties

Chancery Clerk Misty Heffner introduced Mr. Kenneth Devall as the owner of the hangar that the Board discussed last month. She stated the previous owner’s name is still on the tax bill and there are no records showing transfer of ownership because of the way these hangars are sold.

Mr. Kenneth Devall, Collierville, TN, thanked Mrs. Sing in the Chancery Clerk’s office for going out of her way to contact him about this matter. He stated he purchased the hangar almost 3 years ago, not aware that there were taxes due on the hangar. He stated he has now paid the taxes and penalties.

Supervisor Gardner asked Mr. Nowak how the Board stood on refunding anything to Mr. Devall. Mr. Nowak stated the Board cannot legally waive taxes or penalties. He stated the Tax Assessor’s office is working on this type situation. Mrs. Heffner stated she wanted to do something going forward as her office sometimes cannot track down these owners.

Mr. Pieter Zee stated the Assessor’s office ran into a situation in 2004 when a hangar sold in a tax sale. He said there is just no paper trail on the sale of the hangars. Mr. Zee stated that the County had worked something out with the Olive Branch Airport in the 1980s and in 2004 the Assessor’s office worked with the airport to get a list of hangar owners. He stated that worked for a couple of years, but the leadership at the airport changed. He stated the Assessor’s office suggests assessing the hangars to the airport and let the airport collect the taxes. Mr. Stephen Gullett stated the hangars need to be recorded through the Chancery Clerk’s office.

Supervisor Lee Caldwell made the motion and Supervisor Mark Gardner seconded the motion to authorize the firm of Smith, Phillips, Mitchell, Scott & Nowak to work on this matter to try and find a solution.

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 Michael Lee, Fifth District YES

Supervisor Mark Gardner told Mr. Devall there was nothing the Board could legally do for him, and he thanked him for coming. Mr. Devall thanked the Board for looking into this and allowing him to address the Board.

See Exhibit H.3.

4. Purchase Agreement with Horn Lake Creek Interceptor Sewer District

Mr. Nowak stated the Board approved entering into an interlocal with Horn Lake Creek Interceptor Sewer District(HLCISD) that the County buys certain vehicles, equipment and materials, then HLCISD can buy from the County for the same price. He stated the Attorney General has determined an MOU is satisfactory for this type agreement. Mr. Nowak stated the MOU reads just like the interlocal

agreement did without the clause that the AG has to approve.

Supervisor Michael Lee made the motion and Supervisor Lee Caldwell seconded the motion to approve the MOU with Horn Lake Creek Interceptor Sewer District 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>YES</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. Contract Administration – Justice Court – Graphite – Request Board President Signature

Director of Procurement and Administrative Services Pat McLeod reminded the Board that Justice Court Clerk Pat Sanford has been talking about switching companies for accepting credit card payments. She asked the Board to authorize the Board President to sign the cancellation paperwork for Graphite.

Supervisor Medlin asked if there would be a cancellation fee. Mrs. McLeod stated there is not supposed to be a fee, but the new company has agreed to reimburse the County if there is one.

Supervisor Medlin made the motion and Supervisor Lee Caldwell seconded the motion to authorize the Board President to sign the cancellation paperwork for Graphite.

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 Michael Lee, Fifth District	<u>YES</u>

See Exhibit H.5.

6. Central Church Tax Update

Mr. Nowak stated his firm looked into the question of when the tax exemption statute would come into play. He stated they spoke with the pastor of Central Church and there was no substantial activity in 2017 to warrant the exemption. He stated the 2017 taxes were valid. Mr. Nowak stated the 2018 taxes that are due and payable in 2019 will be exempt as the church was holding services in January of 2018. No Board action was required.

7. Human Resources – Request Board President Signature on Symetra Forms

Human Resources Director Vickie Richmann stated there are 4 forms that need to be signed to start doing business with Symetra for the County’s life and disability insurance. She stated Mr. Nowak has reviewed the forms and inserted an addendum, as well as, Symetra provided a revised tax agreement per his changes.

Supervisor Jessie Medlin made the motion and Supervisor Bill Russell seconded the motion to authorize the Board President to sign the necessary forms to begin doing business with Symetra for the County’s life and disability insurance.

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 Michael Lee, Fifth District YES

See Exhibit H.7.

8. Parks & Greenways – Request to Apply for Recreational Trails Grant for Lewisburg Park at Hawks Crossing

Environmental Services Director & Parks Director Ray Laughter stated they have a comprehensive drawing for the Lewisburg Park, but it has not officially been deemed a park; as it is a work in progress. He stated the deadline to apply for the Recreational Trails Grant is February 8th. He stated the grant is for up to \$120,000 with a 20% County match. Mrs. Lynchard asked if this was the park that had money set aside to pay the grant match. Mr. Laughter affirmed that there is \$80,000 set aside that came from the developer.

Supervisor Michael Lee made the motion and Supervisor Lee Caldwell seconded the motion to authorize Mr. Laughter and Mr. Kuntz to apply for the Recreational Trails Grant for the Lewisburg Park at Hawks Crossing.

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 Michael Lee, Fifth District	<u>YES</u>

9. Reverse Auction Update

Mrs. McLeod stated the laws are still very fluid, but the Office of Procurement has a plan in place. She stated their first option is a company called Central Bidding who has agreed to let the County use their software until they get an RFP awarded. She stated Mr. Nowak has approved this arrangement. Mrs. McLeod stated their second option is to have a reverse auction in the Board Room along the lines of an auction.

Mrs. Lynchard stated the County should have a policy in place, and Mrs. McLeod is working on one with Mr. Nowak looking at it from a legal standpoint. Mrs. McLeod stated they expect the policy to change as things take place.

Mrs. McLeod stated Central Bidding will not charge vendors if they follow instructions and do not download the documents from Central Bidding's website. Mrs. McLeod stated the vendors can download the document from the County's website and it will not cost them. She stated Central Bidding is happy with the arrangement because it drives more vendors to their website.

Mrs. McLeod stated this information is just an update as they are waiting for the legislature to move. She said once Central Bidding gets on the State Contract, Procurement will send an email to them and be ready to go.

Supervisor Medlin asked how the bidding for the Road Department would work. Mr. Nowak stated timelines have not changed. Mrs. McLeod stated they are hopeful that road overlays will be considered construction, and that bidding is different. Mrs. Lynchard stated there is a big debate on that, and Mr. Nowak is on the side of considering it construction.

Mrs. Lynchard stated in another bid, what will prolong the timeline is deciding who has the authority to reject specs or bids. She stated that could add as much as 4-6 weeks to the process. Mrs. McLeod stated Mr. Nowak is checking now to see if Procurement can reject or if the Board has to reject. Mrs. Lynchard said if the bid results are in a contract, the State Department must approve the contract; not the Board of Supervisors.

Mrs. Lynchard stated this is the world we will live in for at least a year. She said if the State determines it is not costing more money, it could be for life.

10. Juvenile Justice Center Building Dedication

Supervisor Lee stated the Board talked about dedicating the Juvenile Justice Center at the last meeting, but he said Juvenile Courtroom in his motion. He stated he meant for the dedication to apply to the Juvenile Justice Center building, not just the courtroom.

Supervisor Bill Russell made the motion and Supervisor Michael Lee seconded the motion to amend and correct the motion from January 29, 2018 naming the Juvenile Courtroom after Mills E. Barbee to read naming the Juvenile Justice Center the Mills E. Barbee Juvenile Justice Center.

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 Michael Lee, Fifth District	<u>YES</u>

Supervisor Medlin stated he had great admiration for Judge Barbee, but he did not like naming buildings after people.

See Exhibit H.10.

11. Conner Drive Update

Supervisor Lee and Road Manager Andy Swims stated the neighbors have worked out the problem, one man is going to change his culvert in his driveway, and everyone is happy.

I. NEW BUSINESS

1. After Lunch – Jail Inspection

Sheriff Rasco began the tour of the Adult Detention Facility in the medical section. He pointed out one area where inmates are held while awaiting transport to other facilities to get help with drug problems. He stated Region IV helps so much with getting those inmates to other facilities where they can get help. The Sheriff stated when he came in office the medical expenses for the jail were over \$600,000 and last year the expenses were \$64,000. He credited that number to the nurses at the facility and Dr. Thompson's work as the new Medical Director. Sheriff Rasco stated their exam rooms have everything needed to care for the inmates including x-ray machines and the ability to apply stitches. He stated they practically have a mini-hospital within the jail and they rarely have to take anyone to the hospital.

Mrs. Lynchard stated the nurses and Dr. Thompson have great respect for each other. Sheriff Rasco stated the nurses treat their patients with respect until they are given a reason not to. He stated he is very proud of their medical facility and staff.

Sheriff Rasco stated their morning census was 328, and they have over 500 beds. He stated they have over 30 beds in the juvenile facility.

Sheriff Rasco stated another program he is very proud of is Chaplain Pennington's program which currently has about 8 participants. He stated anyone who truly wants to change their life can apply for the program where they have Bible study and can help with special projects. The Sheriff stated Chaplain Pennington is very strict and the men must maintain a high standard to stay in the program. Sheriff Rasco also stated there is a lady that comes in to lead a Bible study for any of the female inmates that would like to participate.

Someone asked what happened to illegal aliens that were arrested. Sheriff Rasco stated if they do not have a Social Security number or green card, they are turned over to Immigration Services in Memphis to be processed. He stated they still must face their charges, but the deportation process is started.

The group then went to the Juvenile Detention Center where Sheriff Rasco showed them a pod that he needs to have brought up to code in the old jail facility. Sheriff Rasco stated they need a place to house the older, more violent juveniles so they will not harm the others. He stated the pod has 14 cells which will house 1 juvenile per cell. He said the juveniles will not interact with each other in this pod. Sheriff Rasco stated the biggest expense for the renovation is cameras. Mr. Jarman stated about half

the budget will be spent on cameras in the cells and if they had to renovate another pod in the same area, the expense would not be as great because the base of the system would be installed. Mr. Jarman stated the plumbing has to be reworked, and he will be using the same system as the jail so the parts will be compatible. He said they plan to strip and wax the floors and they will have to replace a small area where the tiles are coming up.

The Board then returned to the Board room to finish the meeting.

Supervisor Jessie Medlin made the motion and Supervisor Bill Russell seconded the motion to spread upon the minutes of the Board of Supervisors that on February 5, 2018 the Board inspected the Adult and Juvenile Detention Facilities and found everything to be in order.

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 Michael Lee, Fifth District	<u>YES</u>

2. 10:00 a.m. – DeSoto Industries Program Changes & Transportation Service Changes

Mrs. Lynchard said Edith Hayles is here today from the North Mississippi Resource Center (NMRC) an organization that partners with DeSoto Industries represented by Keith Tidwell. She also recognized James Curcio the Director of North Delta Planning & Development District (North Delta)

Mr. Curcio stated that part of the Board of Supervisors’ funding to North Delta was to provide transportation for the young adults at DeSoto Industries, and that funding has been in place for years. He stated the amount was \$80,000 and North Delta subcontracted the transportation to DARTS. Mr. Curcio stated he learned in January that things were changing at DeSoto Industries and that service will no longer be needed. He stated he is waiting to get a final bill from DARTS. Mrs. Lynchard stated they anticipate the amount to be around \$57,000.

Mrs. Lynchard stated the NMRC has been a seamless resource for several years.

Supervisor Medlin said the transportation service has been much appreciated. He asked how the 12-14 people that were provided transportation would get around. Ms. Hayles stated that group will be served by Timber Hills and Mill Creek and those entities would provide transportation. She stated NMRC will continue to serve DeSoto Industries and will continue to serve the residents at the two 10-person community homes located in Hernando. Ms. Hayles thanked the Board for their support over the years to NMRC and the people they serve. She said change is never easy, but these 14 individuals will continue to be served, just by different programs.

Supervisor Gardner stated he attended his first board meeting for North Delta last week. He said he looks forward to being on their board.

3. Office of Procurement

a. Purchase of 2014 Chevrolet Tahoe for Sheriff’s Department – Intergovernmental Sales & Transfers

Mrs. McLeod stated the Sheriff wanted to buy a vehicle from the Missouri State Police. She stated the statute allows this through intergovernmental sales and it does not require 2 quotes. She said this vehicle is \$18,500 and it has 63,404 miles on it. Sheriff Rasco stated this will replace one that was wrecked during the ice event.

Supervisor Bill Russell made the motion and Supervisor Jessie Medlin seconded the motion to authorize the intergovernmental purchase of the 2014 Chevrolet Tahoe from the Missouri State Police for \$18,500 and to make the sale a part of the Board minutes.

The motion passed by a vote as follows:

Supervisor Jessie Medlin, First District	<u>YES</u>
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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 Michael Lee, Fifth District	<u>YES</u>

See Exhibit I.3.a.

b. Sheriff's Department – Request to Purchase Two Motorcycles

Mrs. McNeil stated the Sheriff's Department would like to purchase two motorcycles and will trade in two older models. She stated two quotes were received:

Bumpus: \$17,230 less trade of \$9,400
 Southern Thunder: \$17,104 less trade of \$9,700

She stated the total cost of the purchase after trade-ins is \$15,378 from Southern Thunder. Mrs. McNeil stated the Procurement Office thought it best to bring this before the Board because the actual value is over \$25,000 before the trade-ins.

Supervisor Lee Caldwell made the motion and Supervisor Jessie Medlin seconded the motion to authorize the purchase of two motorcycles from Southern Thunder, with the trade in of two older models, finding the quote from Southern Thunder to be the lowest and best quote at \$15,378.00.

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

See Exhibit I.3.b.

c. Sheriff's Department – Purchase Exceeding \$25,000 for Patrol Car Equipment

Mrs. McNeil stated the Sheriff's Department has 15 new vehicles to equip. She stated some equipment is being salvaged, so they are totally outfitting 13 cars for a total of \$49,998. Mrs. McNeil stated the two quotes for the patrol car equipment were:

ComServ: \$49,998
 North Mississippi Two-Way Communications: \$52,906.23

Supervisor Michael Lee made the motion and Supervisor Lee Caldwell seconded the motion to authorize the purchase of patrol car equipment from ComServe at \$49,998.00, finding them to be the lowest and best quote.

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 Michael Lee, Fifth District	<u>YES</u>

See Exhibit I.3.c.

d. Tax Collector – Emergency Purchase

Mrs. McLeod stated the vault door in the Tax Collector's office had broken and the company they were using had worked on it twice before. The Tax Collector was told not to shut the door if it malfunctioned again. The office called another company and they came and fixed the vault door for a fee of \$330. She stated the Tax Collector considered this an emergency purchase.

Supervisor Lee Caldwell made the motion and Supervisor Mark Gardner seconded the motion to approve the emergency purchase of \$330 to repair the Tax Collector's vault door determining the emergency was such that a delay caused by following standard purchasing procedures would have been

See Exhibit I.4.d.

e. Continuing Disclosure Engagement Letter – Request Board President Signature

Mrs. Freeze stated Butler Snow files a standard report for the County yearly, and she requested the Board President to sign the document. Supervisor Medlin asked what the cost was for this service to which Mrs. Freeze answered it was \$3,000.00. Mrs. Lynchard stated it is a very detailed report.

Supervisor Lee Caldwell made the motion and Supervisor Jessie Medlin seconded the motion to authorize the Board President to sign the continuing disclosure engagement letter with Butler Snow.

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 Michael Lee, Fifth District	<u>YES</u>

See Exhibit I.4.e.

f. Claims Docket

Chief Financial Officer Andrea Freeze presented a page by page declaration of the Claims Docket. Deputy Financial Officer Stephanie Hanks brought invoice documentation to address any questions.

Supervisor Jessie Medlin asked about the following claims:

Page 76 – Entergy for 304 & 301 – Mr. Laughter stated they have security lighting at both those fields. Mr. Jarman stated the County used to own the lights at the fields, but they kept getting broken and had to be replaced a lot. He stated when these lights get broken, Entergy repairs them. Supervisor Caldwell noted the 304 lights include the ball field and the fire station.

Page 6 – Claim for rocks from mower – Mrs. Hanks stated these were supplemental claims and the accounting office has just received the paperwork. Supervisor Gardner asked if the County usually paid for damage to a car from a pothole. Mr. Swims stated he did not remember paying for those in the past without Board approval. Mrs. Lynchard stated Ms. Edmiston from SouthGroup scrutinizes the claims and gets a lot more in their office than she actually processes.

Supervisor Mark Gardner asked about the following claims:

Page 14 – Crowes – Mr. Jarman stated that was for a trailer they rented to store all the furniture they picked up in Missouri and to store some things for the Road Department building. He stated it has been sent back.

Page 15 – MS Filters – Annual filter change – Mr. Jarman stated they change the filters quarterly and it saves the County money using this service.

Page 20 – Arcy Solutions – John Mitchell stated this was for 50 small terminals that they keep in stock to replace terminals as they go out.

Page 34 – Arcy Solutions – Mr. Mitchell stated this was for 40 small terminals.

Page 46 – WalMart Community – gift cards – He stated he was concerned about control of the cards and asked if there was a tracking system. Mrs. Erica Banks from the Juvenile Drug Court came to the Board to answer this question. Mrs. Banks stated the cards are used as incentives for juveniles at different levels of maintaining good behavior at home and at school. She stated they mainly are used to get the juveniles through the intensive out-patient therapy that can last 8 weeks to 12 weeks. Mrs. Banks said she buys the gift cards in bulk to have in court for the judge to hand out and the juveniles get a \$40 gift card upon graduation from the program. She stated she has a record of the cards she buys, who gets them, how much they get, and for what reason. She stated the cards are kept in a secure place. Supervisor Gardner thanked Mrs. Banks and said people brag on the Juvenile and Adult Drug Courts all the time and share their success stories.

Page 82 – The invoice showed area scene lights for the Volunteer Fire Department.

Page 85 – Crowes – Mr. Jarman stated it was the same trailer, this is just the part the Road Department paid for. He said Facilities paid for 1 month and the Road Department paid for 2 months.

Page 86 – Mid-South Ag & Equipment – Mr. Swims stated one of the New Holland tractors had to have a new transmission.

Page 99 – Z&J – Mr. Swims stated that was the company that erected the Road Department’s building.

Page 104 – The description was misleading. The invoice showed this was for a 4 panel flu shot.

Supervisor Bill Russell asked about the following claims:

Page 5 – Navigator Platinum – The invoice showed that was for paper.

Supervisor Lee Caldwell did not have any questions.

Supervisor Michael Lee did not have any questions.

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

The motion passed by a vote as follows:

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

g. Late Bill – Landers Center

Mrs. Freeze stated this bill was for the County’s half of the feasibility study (\$32,500) with the Landers Center regarding more convention space and a tennis center.

Supervisor Caldwell stated she and Supervisor Gardner met with the Convention & Visitor’s Bureau Board President, Vice-President and Todd Mastry. She stated the study is being conducted by a really good company and it is a very in-depth study. Supervisor Gardner stated the company is Convention & Sports Leisure out of Minneapolis. He said they know the business of sport and they asked a lot of questions. He stated they won’t be timid about letting the County know if something does not make sense. Supervisor Russell stated he met with them the next day and had a good meeting.

Supervisor Bill Russell made the motion and Supervisor Lee Caldwell seconded the motion to pay the \$32,500 for the County’s half of the feasibility study and approve the accompanying budget amendment.

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 Michael Lee, Fifth District	<u>YES</u>

See Exhibit I.4.g.

5. Contract Administration

a. Facilities – Fants Monitoring Contract & Service Agreement

This item was deleted from the agenda.

b. Animal Shelter – MedSafe – Signature Required

Mrs. McLeod stated this is an auto renewal with a one year term. She stated this company disposes of the medical waste at the Animal Shelter.

Supervisor Jessie Medlin made the motion and Supervisor Lee Caldwell seconded the motion to approve the contract with MedSafe and the Animal Shelter and authorize the Board President to sign the necessary 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 Michael Lee, Fifth District	<u>YES</u>

See Exhibit I.5.b.

c. Facilities – Baker Roof Assurance – Signature Required

Mr. Jarman stated this contract is for the roof inspection and evaluation for the adult detention center. He said they also remove debris from the gutters during the inspections, and his staff cleans the gutters between inspections. Mr. Jarman stated 3 years ago he looked at the warranty on the roof and it was not registered. He stated to keep the warranty in effect the roof has to be inspected and maintained. Supervisor Medlin asked how long the warranty lasted. Mr. Jarman stated it is a 20-year warranty and includes a certain number of patches and other work. Mr. Jarman stated Baker provides a year-end report to help with budget planning.

Supervisor Jessie Medlin made the motion and Supervisor Bill Russell seconded the motion to approve the contract with Baker Roof Assurance for the adult detention center and authorize the Board President to sign the necessary 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 Michael Lee, Fifth District	<u>YES</u>

See Exhibit I.5.c.

d. Sheriff’s Department – Elliott Data Systems

Mrs. McLeod stated this is for preventive maintenance on their ID card printer and it is a pre-pay. Mrs. McLeod stated the Sheriff’s Department has done business with Elliott Data Systems since February, 2016 and it is a well-established company.

Supervisor Jessie Medlin made the motion and Supervisor Lee Caldwell seconded the motion to approve the prepayment to Elliott Data Systems finding the Sheriff’s Department has done business with Elliott Data Systems for 2 years, the vendor has the proven ability to provide the service, and there is a necessary and immediate benefit to the County for this service.

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 Michael Lee, Fifth District	<u>YES</u>

See Exhibit I.5.d.

6. Road Department

a. Road Register Update & Adoption

Mr. Swims stated GIS performed an extensive review on road names and this list reflects the corrections they found that needed to be made. Supervisor Gardner asked if there was a way to have land data and the road register match. He asked Mr. Swims to provide a copy of the road register to the tax assessor’s office. Mr. Swims stated he would do that.

Later in the meeting Mr. Piet Zee and Mr. Stephen Gullett from the Tax Assessor's office came to address Supervisor Gardner's question about land data matching the road register. They stated there are about 12 people that enter the data in their office, and the data is acquired from the actual deed. Mr. Gullett stated some people want a mailing address to show, and not the physical address. Mr. Zee stated the deed will have one way of abbreviating, and the post office may have another. Mr. Gullett stated sometimes it is an issue of having enough fields to put in a complete address. They both agreed their office will try and find some consistency moving forward and will have the road register available for the ones that enter the data.

Supervisor Lee Caldwell made the motion and Supervisor Jessie Medlin seconded the motion to adopt the road register with the updates as presented by Mr. Swims.

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 Michael Lee, Fifth District	<u>YES</u>

See Exhibit I.6.a.

b. Four-Year Road Plan/2018 Overlay & Pavement Preservation

Mr. Swims presented the four-year road plan and stated it can be changed at any time, but this was a good overview.

Supervisor Jessie Medlin made the motion and Supervisor Michael Lee seconded the motion to adopt the four-year road plan as presented by Mr. Swims.

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 Michael Lee, Fifth District	<u>YES</u>

Mr. Swims and Mr. Young then presented the overlay & pavement preservation plan. Mr. Young stated this list shows \$2,168,467 for hot mix overlay in the coming year which is a little over the \$2.1 million budgeted. He stated Byhalia Road was not in this year's budget; but they felt like it has had a lot of issues from the heavy vehicles from the I-269 work and general construction. Mr. Young stated they felt this summer would be a good time to overlay Byhalia, but it would be over and above what had been budgeted.

Supervisor Medlin stated he would like to take Byhalia Road out of the Road & Bridge ending cash and get it done.

Supervisor Gardner stated he was concerned that Robinson Crossing did not make the list. Supervisor Caldwell agreed and said she would like to go back and look at that. She stated it needs an overlay and needs to be bonded because of the construction going on; and they needed to look at a construction access road. Supervisor Gardner asked if the Sheriff's Department could enforce a weight limit. Supervisor Caldwell stated MDOT has offered to bring portable scales when needed.

Supervisor Gardner stated the developer said he will look and see how he can put in a construction entrance. Mr. Swims stated the phase under construction is about 50% complete. Supervisor Gardner stated the County accepted the road; but now they are building in the development again. Mr. Swims said if the weather holds, they can go in and overlay. He stated they will come back to the Board with the cost and hold advertising for bids until the Board decides. Mr. Young stated they can put Robinson Crossing on the list as an alternate.

Supervisor Medlin stated this is a good example of asphalt that was put in and the road was not used, so the asphalt did not cure properly.

Supervisor Lee Caldwell made the motion and Supervisor Jessie Medlin seconded the motion to adopt the 2018 Overlay & Pavement Preservation plan as presented and take the overage out of ending cash.

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 Michael Lee, Fifth District	<u>YES</u>

See Exhibit I.6.b.

7. Grant Administration

a. Homeland Security Grant Budget Amendments

Mr. Kuntz stated the task force was requesting to spend these funds from their grant.

Supervisor Lee Caldwell made the motion and Supervisor Jessie Medlin seconded the motion to authorize the Homeland Security Grant budget amendment as presented.

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 Michael Lee, Fifth District	<u>YES</u>

See Exhibit I.7.a.

b. JAG Local Law Grant Closeout

Mr. Kuntz stated the Sheriff's Department bought 5 tasers and this grant is ready to close out.

Supervisor Michael Lee made the motion and Supervisor Lee Caldwell seconded the motion to authorize the Board President to sign the closeout documents for the JAG Local Law Grant.

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 Michael Lee, Fifth District	<u>YES</u>

See Exhibit I.7.b.

c. Emergency Management Performance Grant (EMPG) 2018 Application

Mr. Kuntz stated this grant typically comes around in July, but it changed and needs to be sent in soon. He stated this pays for part of Mr. Olson's salary.

Supervisor Lee Caldwell made the motion and Supervisor Jessie Medlin seconded the motion to approve applying for the 2018 Emergency Management Performance Grant and authorize the Board President to sign any necessary 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 YES
Supervisor Lee Caldwell, Fourth District YES
Supervisor Michael Lee, Fifth District YES

See Exhibit I.7.c.

8. Administrative Services – Earth Day

a. Authorize Asking the City About Closing the Square

Mrs. McLeod stated Earth Day is set for Saturday, April 21, 2018 from 9 am to 1 pm and that it will coincide with the opening of the Hernando Farmer’s Market. She requested approval from the Board to ask the City of Hernando to close the Square for this event.

Supervisor Lee Caldwell made the motion and Supervisor Michael Lee seconded the motion to allow Mrs. McLeod to ask the City of Hernando to close the Square for the Saturday morning of Earth Day, April 21, 2018.

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 Michael Lee, Fifth District YES

See Exhibit I.8.a.

b. Advertising County Resources – Request for Earth Day Advertising and Family Activity

Mrs. McLeod stated the Board has given \$1,000 in the past for Earth Day from Advertising County Resources. She reminded the Board that for the past two years that money has not been used because of the Entergy grant. She stated the Entergy grant has been applied for and we hope to not have to use the allocated funds again, if approved.

Supervisor Jessie Medlin made the motion and Supervisor Lee Caldwell seconded the motion to allocate \$1,000 from Advertising County Resources for Earth Day finding the request meets the guidelines of the policy adopted by the Board of Supervisors, in accordance with Section 17-3-3, of the Mississippi Code of 1972, the Board of Supervisors did make a determination that the above request would advertise the resources and possibilities of DeSoto County and thereby advance the moral, financial and other interests of DeSoto County.

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 Michael Lee, Fifth District YES

9. School Board Member Recognition Week – Board President Signature Requested

Supervisor Lee Caldwell made the motion and Supervisor Michael Lee seconded the motion to recognize School Board Recognition Week February 11 – 17, 2018 and authorize the Board President to sign the Resolution of Appreciation for the DeSoto County School Board members and Superintendent of Education Cory Uselton.

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 Michael Lee, Fifth District YES

See Exhibit I.9.

10. Approval to Travel – WIN Job Center Meeting – February 21 – Jackson, MS

Mrs. Lynchard stated this meeting is in conjunction with the Economic Council Legislative Day and the attendees will just be leaving earlier than planned originally.

Supervisor Lee Caldwell made the motion and Supervisor Bill Russell seconded the motion to authorize travel for the Board and staff members who wished to attend the WIN Job Center meeting on February 21, 2018.

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 Michael Lee, Fifth District	<u>YES</u>

11. State LPA106892 & SPT00(039) – Approve Maintenance Release Letter for Portion of Johnson Creek Greenway – Canopies and Bike Repair Stations

Mr. Tracy Huffman stated the bike/ped and overlay work is completed and the contractor is substantially complete to allow for the process of closing the contract. He stated the process is that the contractor releases the contract of maintenance and the County accepts it.

Supervisor Russell stated the County needs to get out some information to the public and have some sort of ceremony at the park. Supervisor Russell suggested the park be tied into Earth Day, and get some scouts out there for some demonstrations.

Supervisor Caldwell suggested having some restroom facilities. Supervisor Gardner said it was not clearly marked where the trail starts. Mr. Laughter said the Parks Department will take care of marking the trail. He stated they have plans to put up a fence and gate so people will not try to drive down into the woods where they shouldn't.

Supervisor Jessie Medlin made the motion and Supervisor Lee Caldwell seconded the motion to approve the maintenance release letter as presented by Mr. Huffman 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>YES</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>

Mr. Huffman stated he has also received the final estimate from the contractor. He stated the project came in at \$204,323.36, about \$8,000 under the bid amount. Mr. Huffman requested approval to send a letter to Progressive Construction absolving the County of future claims, and pay the estimate submittal to MDOT which will trigger them to issue final documents.

Supervisor Jessie Medlin made the motion and Supervisor Bill Russell seconded the motion to approve the final documents as presented by Mr. Huffman and authorize 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 YES
Supervisor Michael Lee, Fifth District YES

See Exhibit I.11.

12. Facilities Committee

a. Approval to Proceed with Cost Analysis for Justice Court & Star Landing

Supervisor Michael Lee stated the committee would like to get figures together for moving the Justice Court facility on site with the jail, as this would help the Sheriff's Department and the court system. He suggested thinking about getting together some bonding issues. Mr. Jarman stated they are looking at a secure walkway from the jail to the Court building and a visitation area in the Court building.

Supervisor Gardner stated if the Board were to start studying the options now, they would not be able to do anything until the 2019 budget year. He suggested hiring UrbanARCH to get together some sketches.

Supervisor Lee stated he and Supervisor Caldwell went to look at some agri facilities; and the one in Byhalia is very nice. Supervisor Caldwell reminded the Board they have talked about putting all the farm service offices and Extension Service at the Star Landing facility.

Supervisor Gardner stated the new committee might want to meet before asking for an architect's rendering for Star Landing. He said he would like to get an architect to look at Justice Court. Mrs. Lynchard stated the committee's goal is to get an idea of a realistic cost analysis.

Supervisor Michael Lee made the motion and Supervisor Mark Gardner seconded the motion to authorize Mr. Jarman to get a cost proposal from UrbanARCH on preliminary drawings.

The motion passed by a vote as follows:

Supervisor Jessie Medlin, First District NO
Supervisor Mark Gardner, Second District YES
Supervisor Bill Russell, Third District YES
Supervisor Lee Caldwell, Fourth District YES
Supervisor Michael Lee, Fifth District YES

b. Request to Change Committee Member

Supervisor Gardner stated he felt Supervisor Lee would be better suited to serve on the Agri-Ed Committee.

Supervisor Lee Caldwell made the motion and Supervisor Jessie Medlin seconded the motion to appoint Supervisor Lee to the Agri-Ed Committee and remove Supervisor Gardner from that committee.

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 Michael Lee, Fifth District YES

13. Juvenile Justice Center Ribbon Cutting – Discussion

Mrs. Lynchard informed the Board that the event is set up for February 13, 2018 to begin at 5:30 pm for the ribbon cutting and tours of the building; and 6:00 pm for the ceremony to talk about the building and make acknowledgements.

See Exhibit I.13.

14. Congressional Priorities

Mrs. Lynchard stated it is time to set the program for the Blue Ribbon trip, and the Board needs to decide what they would like to present.

Supervisor Gardner stated Transportation/Holly Springs Road is a big topic.

Supervisor Caldwell stated she would like to have the Star Landing Interchange for military mobilization as a topic.

Supervisor Medlin stated the advance refunding of bonds is a good topic.

Mrs. Lynchard asked if they would like to add the Cadillac tax. The Board affirmed.

The Board approved the list Mrs. Lynchard presented and asked her to add Transportation/Holly Springs Road and Star Landing Interchange.

See Exhibit I.14.

15. GASB 77 Update

Mrs. Lynchard stated they are working hard to get in compliance. She said the auditor has changed some of the interpretation. Mrs. Lynchard stated GASB 77 compliance will require input from the Tax Collector, Tax Assessor, Procurement, Finance, and Administration. She stated they spent a lot of time last week working on a form to help gather data, and they feel like they are on the way to compliance.

16. EMA – Department Review & Update for Board

Chief Bobby Storey stated the new classroom at EMA is complete and they have already held a couple of classes. He stated the new rescue truck from the MS Forestry Commission is in operation, loaded, and has run one call already. Chief Storey stated the truck really made a difference in that when the fire department made the scene they had the gas cut off and the scene secure.

Supervisor Russell asked if the new truck was equipped with the “Jaws of Life”. Chief Storey stated it did have the jaws, a plug-in kit for an 18-wheeler, and a diking kit to keep contaminants out of waterways.

Chief Storey showed a picture of their fleet and stated most of the fleet trucks were bought with the Homeland Security Grant. He stated their training facility is almost ready to have live fire burns for training.

Supervisor Lee asked if the volunteers were picking up. Chief Storey stated Emergency Management had about 25 people at their meeting last week. He said they are very selective who they let volunteer.

Chief Storey stated they got their new drones and their performance is unbelievable. He stated DeSoto helped with a child search in Tishomingo County recently and they were able to find the child.

Supervisor Russell stated he would like the Board to go see the facility sometime soon. Chief Storey said the Board is always welcome. He expressed his thanks to the Board for their support of EMA, Fire, and Homeland Security.

See Exhibit I.16.

17. Human Resources – Update Job Descriptions & Organizational Charts for County Departments

Human Resource Director Vickie Richmann presented a copy of the County’s updated Organizational Chart. Supervisor Caldwell stated she would love to have pictures so the Board could put faces with names in all the departments. Supervisor Gardner asked Mrs. Richmann to check with IT and see if that was feasible. Mrs. Richmann said she would check on it.

Supervisor Lee Caldwell made the motion and Supervisor Michael Lee seconded the motion to approve and accept the updated job descriptions and organizational chart as presented by Mrs. Richmann.

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 Michael Lee, Fifth District	<u>YES</u>

See Exhibit I.17.

18. Juvenile Court

- a. TPR Attorney Funding
- b. MOU with MS Office of State Public Defender
- c. Juvenile Court Parent Attorney – moved from Executive

Judge Allen Couch and Judge Craig Treadway came to address the Board on these subjects.

Judge Couch stated whenever a parent is called into court, if they are determined indigent they have to be provided with an attorney.

Mrs. Lynchard said she got a letter from the Mississippi Center for Legal Services saying there was an overpayment to the County for the parent attorney. She also stated the County did not sign an agreement pertaining to the parent attorney. Judge Treadway said Judge Wilson thought there was an agreement with the Casey Foundation. Mrs. Lynchard said there is not one, but the funding going forward is from the MS Center for Legal Services as they have taken it over from the Casey Foundation.

Supervisor Gardner asked if what the County was doing in providing a parent attorney and the person doing the job were working. Both judges agreed that it works. Judge Couch stated Ms. Morgan works on more matters than just those with indigent parents. He stated he looked at the reports for the past year and she has kept busy.

Supervisor Gardner asked if the grant stated the Board had to hire her full-time to comply with the grant. Mrs. Lynchard affirmed. Supervisor Gardner asked if Ms. Morgan was staying busy full-time. Judge Treadway affirmed. He also pointed out if it was made a part-time position it would be about the same amount of money, and this way the court gets a full-time person. Judge Treadway stated they had a case in which Parkwood did an assessment and said the juvenile did not need help. He said the mother did not like that assessment and she dropped the juvenile off on Parkwood's doorstep. He said the Court could not track down the mother, so the child had to go into custody. Judge Treadway said they scheduled a shelter hearing, but by then Ms. Morgan had tracked down the mother. He stated she made 60 court appearances in January and she probably has 48-52 ongoing cases. He said 82 seems a bit optimistic for a case number, but the numbers are growing. Judge Treadway said he thinks the County should continue to fund the position until assistance begins again. Judge Couch stated the funding is in place through July. Judge Treadway stated their goal is to fund the position completely through the State Office of the Public Defender. Judge Couch said they will get the same amount of money per fiscal year.

Supervisor Lee Caldwell made the motion and Supervisor Mark Gardner seconded the motion to continue with the financial support of the parent attorney throughout this year, authorize the Board President to sign the MOU, and come back at the end of the year to assess the situation.

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 Michael Lee, Fifth District	<u>YES</u>

See Exhibit I.18.a. & I.18.b.

19. Greenways Ownership

Board Attorney Tony Nowak stated DeSoto Greenways was given some property on the western side of Johnson Creek Greenway, which needs to be conveyed to DeSoto County. He said he has tried to reach Saturn Developments several times with no luck. Mrs. Lynchard stated there are 2 tax bills that go along with these properties and they went to the Economic Council in DeSoto Greenways' name. She stated something has to be done to determine ownership. She suggested putting the tax bill back in Saturn Development's name.

Mr. Ray Laughter stated he would like to get the property in the County's name for future expansion of Johnson Greenway.

Supervisor Russell stated he will try to set up a meeting with Mr. Nowak, Mr. Laughter, Mr. Huffman, Mr. Flanagan, himself and the owner of the property.

20. Unclaimed Property Event

Mrs. Lynchard stated MS Treasurer Lynn Fitch will be in the rotunda of the Admin Building the afternoon of February 15th to try and get people to claim their property. She stated there will be a list available or people can check the MS Treasurer's website.

21. Juvenile Jail Expansion

During the Supervisors' tour of the jail facilities they looked at the proposed cell to be renovated. Sheriff Rasco stated he has to separate some of the older, more violent juveniles to keep the younger ones from being hurt.

Mrs. Lynchard stated the expansion will cost approximately \$50,000. Mr. Jarman stated about half of that is for cameras. He stated they will have to take care of all the plumbing for the 14 pods, as only a couple actually work. He stated a lot of parts are missing or broken because as they were fixing other sections of the jail, they got the parts from the cells that were not used. He stated he would like to put in the air flush and flow controls that are being used in the new jail so he can keep parts for both and save some money that way. Mr. Jarman stated they will paint and fix some of the floor that has to be replaced. He said he will have to take some of the other projects that were approved for this year and postpone them, in order to have money to pay for the renovation. He said he could come up with \$22,500 by doing that. Mrs. Lynchard stated she left the Sheriff a message asking if he could come up with the rest of the money from his budget, but she had not gotten an answer.

Supervisor Medlin asked what the capacity was at Juvenile. Mrs. Lynchard said 40.

Supervisor Gardner said he didn't know if the Board needed to make a decision at this meeting. Mr. Jarman stated they have remodeled the old booking area and it has 4 cells that can be used. He stated they were currently running water to the other cells to get hot water run over there.

Supervisor Lee Caldwell made the motion and Supervisor Michael Lee seconded the motion to table this matter and refer it to the Facilities Committee.

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 Michael Lee, Fifth District	<u>YES</u>

Supervisor Medlin said he thought the Board might as well go on and approve this.

See Exhibit I.21.

22. Legislation – HB1122 & SB2610

Supervisor Caldwell said over the weekend, and the day of the Board meeting, Mr. Nowak and the

Planning Department got together a good letter to send to the Legislature. She stated Senator Massey and Representative Foster are working on supporting this in Jackson. She said Farm Bureau doesn't think it will have any effect on DeSoto County, but they disagree. Supervisor Caldwell said the letter asks the Legislature to exclude counties that already have zoning. She said Rep. Foster does not want to do that because he does not think it is enough protection for farmers. She said they have made the legislators aware of the impact these bills would have on DeSoto County.

Supervisor Caldwell said the legislators have until tomorrow afternoon to get some verbiage in the bill.

Supervisor Lee Caldwell made the motion and Supervisor Bill Russell seconded the motion to authorize the firm of Smith, Phillips, Mitchell, Scott & Nowak to work on this legislation.

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 Michael Lee, Fifth District	<u>YES</u>

23. Horn Lake Creek Interceptor Sewer District (HLCISD)

Mrs. Lynchard stated this item was added to the agenda in Executive as Item K.1.e. so that will need to be removed.

Mrs. Mary Lee Brown, HLCISD attorney; and Mr. Charlie Davis, HLCISD Board member came to speak to the Board about the raises for 2 employees.

Mrs. Brown stated the commissioners do a great job and run a very frugal ship. She said part of the miscommunication over the raises came about when their long-time director retired and they brought on a young man to train during the transition. She stated they did not start him at his projected salary as they wanted to transition into it after Mr. Wright's retirement.

Mrs. Brown stated the HLCISD does not cost the County anything, but they work together because of the insurance pool and it saves the District money. Supervisor Medlin stated he was concerned because the County pays their insurance. Mrs. Brown stated HLCISD reimburses the County 100%.

Supervisor Caldwell stated that PERS is through the County and that is why this Board sees them as County employees. Mrs. Brown stated they defend their raises because of the unique situation and they are sorry it was miscommunicated.

Supervisor Gardner stated all other employees got a 2% raise. Mr. Davis stated they know the parameters, and will work within them; but this was a very unique situation.

Supervisor Russell asked Mr. Nowak to explain. Mr. Nowak stated the HLCISD employees are not County employees, but employees of the District. He said years ago they were allowed to run their payroll through the County and pool health insurance, but they are not County employees. Supervisor Russell stated he appreciated the District taking into consideration what the County pays. Mrs. Brown stated they will take that into consideration in the future, but this situation was unusual with Mr. Wright's retirement.

Supervisor Lee Caldwell made the motion and Supervisor Bill Russell seconded the motion to rescind the prior order and approve the Horn Lake Creek Interceptor Sewer District's request for raises.

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 Michael Lee, Fifth District	<u>YES</u>

Additions:

24. Privatizing Roads in Subdivisions

Mr. Swims informed the Board that they have received a request to have a gated community. Mr. Nowak stated it is generally only proper to bring in the request if it is a new subdivision. The problem is this is an established subdivision. Mr. Swims stated they have asked them to inspect the roads just as if they are a County road.

25. Approval to Travel to NACo Legislative Conference in Washington, D.C.

Supervisor Caldwell stated the NACo conference will be having some sessions on the opioid crisis and infrastructure that sound interesting. She said they would like to check into the schedule and see if anyone wants to go.

Supervisor Lee Caldwell made the motion and Supervisor Mark Gardner seconded the motion to approve travel for the Board and staff to attend the NACo Legislative Conference.

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 Michael Lee, Fifth District	<u>YES</u>

26. Sheriff’s Department – Approval to Buy 2 School Buses from DeSoto County Schools

Sheriff Rasco stated the DeSoto County School Board has approved selling 2 school buses to the Sheriff’s Department for \$10 each. He stated they need the buses to transport prisoners and they plan to sell the small, handicapped bus.

Supervisor Lee Caldwell made the motion and Supervisor Bill Russell seconded the motion to authorize the purchase of the 2 school buses at \$10 each, surplus the bus they are using now, and authorize the clerk to write the check for the purchase, along with any tags or taxes.

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 Michael Lee, Fifth District	<u>YES</u>

27. Environmental Services – MS Recycling & Keep MS Beautiful Day in Jackson

Mr. Laughter stated Wednesday, February 7th is MS Recycling & Keep MS Beautiful Day at the Capitol. He said he and Brynn McCarver will be attending and encouraged the Board members to attend if possible.

Supervisor Bill Russell made the motion and Supervisor Jessie Medlin seconded the motion to approve travel to the MS Recycling & Keep MS Beautiful Day in Jackson on February 7th.

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 Michael Lee, Fifth District	<u>YES</u>

J. PLANNING COMMISSION

1. New Business

i. **CONSENT**

- a. **Collier 2 Lot Minor Lot (7199) – Approval of 2 lots on 6.58 acres out of 19.5 acres. Identified as Parcel #2-06-9-29-00-0-00017-01. Subject property is located on the east side of Craft Road and north of Harrier Drive in Section 29, Township 2, Range 6 Zoned A-R (District 5)
Applicant – Michael Collier**
- b. **Coggin 2 Lot Minor Lot (7206) – Approval of 2 lots on 3.377 acres. Identified as Parcel #1-09-7-36-00-0-00016-00. Subject property is located on the west side of Poplar Corner Road and south of Goodman Road in Section 36, Township 1, Range 9 Zoned A-R (District 3)
Applicant – Dorothy J. Coggin**
- c. **Chris Griffith Minor Lot (7207) – Approval of 1 lot on 4.50 acres out of 20.0 acres. Identified as Parcel #4-08-1-12-00-0-00018-04. Subject property is located on the north side of Wheeler Road and west of Hwy 51 in Section 12, Township 4, Range 8 Zoned A (District 5)
Applicant – Christopher Griffith**
- d. **Hudspeth Minor Lot (7202) – Approval of 2 lots on 6.00 acres. Identified as Parcel #3-05-5-21-00-0-00001-00. Subject property is located on the west side of Watson DeSoto Road and south of Cathy Road. in Section 21, Township 3, Range 5 Zoned A (District 1)
Applicant – John Hudspeth, Jr.**
- e. **McDowell-Myrtle Wood Minor Lot (7201) – Approval of 6 lots on 12.99 acres. Identified as Parcel #3-07-2-03-00-0-00019-00. Subject property is located on the south side of Myrtle Wood Road and west of Malone Road in Section 3, Township 3, Range 7 Zoned A (District 5)
Applicant – McDowell Trust**

Mr. Hopkins presented the Consent Agenda items above. He then stated the applications meet all Subdivision Ordinance requirements.

Supervisor Lee made the motion and Supervisor Russell seconded the motion to approve the Consent Agenda items as presented.

THE FOLLOWING ACTION WAS TAKEN ON THIS MATTER:

FIRST DISTRICT SUPERVISOR, JESSIE MEDLIN	YES
SECOND DISTRICT SUPERVISOR, MARK GARDNER	YES
THIRD DISTRICT SUPERVISOR, BILL RUSSELL	YES
FOURTH DISTRICT SUPERVISOR, LEE CALDWELL	YES
FIFTH DISTRICT SUPERVISOR, MICHAEL LEE	YES

ii. **Final**

- a. **Chickasaw Bluffs Lakes, Section B – First Revision of Lots 281 & 282 (7208) – Application is for final subdivision to revise Chickasaw Bluffs Lakes, Section B, combining Lots 281 & 282, creating one lot. Identified as Parcel #3-09-3-07-04-0-00281-03 located on the south side of Horseshoe Bend, west of Wetonga Lane in Section 7, Township 3, Range 9 and is zoned A-R (District 4)
Applicant: Stephan Hewgley**

Mr. Hopkins presented the Chickasaw Bluffs Lakes, Section B- First Revision of Lots 281 & 282 application for final approval of combining Lots 281 & 282, creating one lot. Mr. Stephan Hewgley was present to present the application.

Supervisor Lee made a Motion and Supervisor Russell seconded the Motion to approve Chickasaw Bluffs Lakes, Section B- First Revision of Lots 281 & 282 application for final approval of combining Lots 281 & 282, creating one lot.

THE FOLLOWING ACTION WAS TAKEN ON THIS MATTER:

FIRST DISTRICT SUPERVISOR, JESSIE MEDLIN	YES
SECOND DISTRICT SUPERVISOR, MARK GARDNER	YES
THIRD DISTRICT SUPERVISOR, BILL RUSSELL	YES
FOURTH DISTRICT SUPERVISOR, LEE CALDWELL	YES
FIFTH DISTRICT SUPERVISOR, MICHAEL LEE	YES

2. OTHER

a. RDA Discussion – Tony Nowak

There was discussion regarding what time of the development of a subdivision the amenities should be required to be installed.

Supervisor Russell stated that when a subdivision is built in phases, people in the first phase buy in with the expectations of certain amenities, and end up living there for years and still do not have the amenities.

Mr. Hopkins stated there may not be enough residents to maintain the amenities on the front end. Supervisor Russell stated that in Memphis the developers are required to build the amenities on the front end. He then stated he feels this would help sell lots.

Supervisor Lee asked what about the issue of developers who acquire the development later, after these agreements are made, they may not be aware of the amenities agreed to by earlier developers.

There was a discussion of amenities bonds and should the amenities be bonded at the beginning of the development.

Supervisor Russell suggested getting the committee back together, that discussed the Residential Development Agreement originally, and meet with developers to discuss these issues.

There was discussion of putting the committee back together and the need to decide who else will need to be involved in the meeting to discuss the RDA.

b. Refund Request – Boyle / Bob Ginn

Mr. Cardosi presented a refund request by Boyle Investment group for fees paid for a Rezoning Amendment for Villages at Hawks Crossing. He stated the application was brought before the Planning Commission but the applicant asked that the item be tabled to allow them time to meet with the neighbors. He then stated that after meeting with the neighbors the applicant has decided to withdraw the request at this time.

Supervisor Medlin made a Motion and Supervisor Caldwell seconded the Motion to approve the refund request by Boyle Investment Group in the amount of \$2650.00 and authorize the Clerk to write a check for the refund.

THE FOLLOWING ACTION WAS TAKEN ON THIS MATTER:

FIRST DISTRICT SUPERVISOR, JESSIE MEDLIN	YES
SECOND DISTRICT SUPERVISOR, MARK GARDNER	YES
THIRD DISTRICT SUPERVISOR, BILL RUSSELL	YES
FOURTH DISTRICT SUPERVISOR, LEE CALDWELL	YES
FIFTH DISTRICT SUPERVISOR, MICHAEL LEE	YES

K. EXECUTIVE SESSION

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

Supervisor Mark Gardner made the motion and Supervisor Lee Caldwell seconded the motion to recess the Board meeting until Monday, February 12, 2018, at 8:00 a.m.

The motion passed by a vote as follows:

Supervisor Jessie Medlin, First District	<u>YES</u>
Supervisor Mark Gardner, Second District	<u>YES</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 5th day of February, 2018, these minutes have been read and approved by the DeSoto County Board of Supervisors.

Mark Gardner, President
DeSoto County Board of Supervisors