

**DESOTO COUNTY BOARD OF SUPERVISORS**

**BOARD MEETING MINUTES**

**DISTRICT FIVE SUPERVISOR MICHAEL LEE, PRESIDING**

**February 21, 2017**

**A. CALL TO ORDER**

The February 21, 2017 meeting of the DeSoto County Board of Supervisors was called to order by Supervisor Michael Lee, Board President.

Deputy Bruce Holbrook 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
Captain Wilkey	Sheriff's Department
Chief Deputy Macon Moore	Sheriff's Department
Misty Heffner	Chancery Clerk
Vanessa Lynchard	County Administrator
Tony Nowak	Board Attorney

**B. INVOCATION**

Supervisor Michael Lee gave the invocation.

**C. PLEDGE OF ALLEGIANCE**

**D. CITIZENS REMARKS & PRESENTATIONS**

Director of Environmental Services Ray Laughter informed the Board that Mr. Ben Black, Rubbish Pit Manager, has been traveling back and forth from the Waste Connection Rubbish Pit in Pontotoc to Desoto County. He stated Mr. Black will now be at the Pontotoc Rubbish Pit and Ms. Lacey Williams will be the new Rubbish Pit Manager in DeSoto County. Mr. Laughter stated Ms. Williams has been working with Mr. Black and Environmental Services, so their working relationship will continue seamlessly. Mr. Laughter also reminded the Board that Mr. Black looked over the Sandidge Road Pit and Railroad Avenue Pit; and said Ms. Williams will be doing the same.

Supervisor Gardner reminded Ms. Williams to be nice to the taxpayers using the pit as they are the ones who pay all our salaries. Ms. Williams stated she looked forward to serving in this position.

**E. APPROVAL OF AGENDA: ADDITIONS AND DELETIONS**

Supervisor Michael Lee 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. Sheriff's Range Fees Settlement – (New, H.10.)

- b. Air Quality – Ozone Action Program (New, H.11.)
- c. Animal Services – Eagle Scout Project (New, H.12.)
- d. Amendment to October 17, 2016 Minutes – Item left out of minutes (Old, G.8.)

**2. Supervisor Mark Gardner requested to add the following:**

- a. Consideration for Executive Session – Potential Litigation – Landers Center (Executive, J.5.c.)

**3. Supervisor Bill Russell requested to add the following:**

- a. Approval to travel - Recycling & Keep MS Beautiful – March 2, 2017 (New, H.7.c.)

**4. Supervisor Michael Lee requested to add the following:**

- a. Discussion on Holly Springs Road – (New, H.13.)

**5. Road Manager Andy Swims requested to delete the following:**

- a. Old Business, G.3. - Walls Fire Department

**6. Board Attorney Tony Nowak requested to add the following:**

- a. MS Development Bank Bonds – IRMA (Old, G.7.)
- b. Consideration for Executive Session – Litigation/Equity Trust (Executive, J.6.)

Supervisor Lee Caldwell made the motion and Supervisor Jessie Medlin seconded the motion to approve the Agenda with the additions, deletions and corrections 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>

**F. CONSENT AGENDA**

**1. Publication of Board Proceedings**

**2. Office of Finance & Accounting**

**a. Budget Amendments – Adult Drug Court, SID, Sheriff’s Patrol, Animal Services, Facilities, Chancery Land Records, EMA Grants, County Parks & Greenways**

(1)	Fund/Department #	026 / 244				Updated 7/15
	Adult Drug Court	YEAR TO DATE EXPENSES	ADOPTED BUDGET	INCREASE	DECREASE	REVISED BUDGET
ACCT #	LINE ITEM					
026-244-502	Regular Telephone Service	\$ -	\$ 2,000.00		\$ 1,000.00	\$ 1,000.00
026-244-503	Cellular Telephone Service	\$ -	\$ -	\$ 1,000.00		\$ 1,000.00
	<b>TOTALS</b>		<b>\$ 2,000.00</b>	<b>\$ 1,000.00</b>	<b>\$ 1,000.00</b>	<b>\$ 2,000.00</b>
Reason for Request: (Show detailed	To cover cell phone mifi for Adult Drug Court that is currently being paid out of IT's budget.					

		Fund/Department #	120 / 227			Updated 7/15
<b>(2)</b>	<b>Special Investigations Division</b>					
ACCT #	LINE ITEM	YEAR TO DATE EXPENSES	ADOPTED BUDGET	INCREASE	DECREASE	REVISED BUDGET
	<b>REVENUE</b>					
120-000-361	Storage, Towing, & Range Fees	\$ 10,175.00	\$ 2,500.00	\$ 8,000.00		\$ 10,500.00
	<b>EXPENSE</b>					\$ -
120-227-921	Other Cap Outlay Under \$5000	\$ 20,081.30	\$ 24,726.00	\$ 52,000.00		\$ 76,726.00
120-999-999	Ending Cash	\$ -	\$ 49,558.00		\$ 44,000.00	\$ 5,558.00
<b>Reason for Request:</b> (Show detailed justification)	To purchase 24 rifles & suppressors and 14 insight laser designators. Increasing revenue and moving ending cash to the necessary expense accounts covers the cost of this purchase.					
<b>Requested by:</b>	Sheriff Rasco / Donna Ford					
		Fund/Department #	001 / 202			Updated 7/15
<b>(3)</b>	<b>Patrol / Law Enforcement</b>					
ACCT #	LINE ITEM	YEAR TO DATE EXPENSES	ADOPTED BUDGET	INCREASE	DECREASE	REVISED BUDGET
001-202-548	Radio Repair & Maintenance	\$ 3,606.90	\$ 5,000.00	\$ 1,800.00		\$ 6,800.00
001-202-925	Radios	\$ 9,516.20	\$ 121,000.00		\$ 1,800.00	\$ 119,200.00
	<b>TOTALS</b>		\$ 126,000.00	\$ 1,800.00	\$ 1,800.00	\$ 126,000.00
<b>Reason for Request:</b> (Show detailed justification)	Increase to cover cost of additional repairs and maintenance for radios.					
		Fund/Department #	001 / 445			
<b>(4)</b>	<b>Animal Services</b>					
ACCT #	LINE ITEM	YEAR TO DATE EXPENSES	ADOPTED BUDGET	INCREASE	DECREASE	REVISED BUDGET
	<b>REVENUE</b>					
001-000-370	Animal Shelter Donations	\$ 4,094.54	\$ 3,644.00	\$ 450.00		\$ 4,094.00
	<b>EXPENSE</b>					
001-445-698	Canine Supplies - Food	\$ 5,278.63	\$ 20,789.00	\$ 25.00		\$ 20,814.00
001-445-696	Pharmacy Supplies	\$ 527.48	\$ 2,435.00	\$ 145.00		\$ 2,580.00
001-445-921	Other Cap Outlay Under \$5000	\$ -	\$ 6,930.00	\$ 280.00		\$ 7,210.00
	<b>TOTALS</b>			<b>OVERALL INCREASE</b>	<b>\$ 450.00</b>	
<b>Reason for Request:</b> (Show detailed justification)	Increase revenue and increase expenses to account for recent donations given to the animal shelter.					
		Fund/Department #	001 / 445			
<b>(5)</b>	<b>Dept of Facilities Management</b>					
ACCT #	LINE ITEM	YEAR TO DATE EXPENSES	ADOPTED BUDGET	INCREASE	DECREASE	REVISED BUDGET
	<b>REVENUE</b>					
001-000-338	Refund of Prior Year Expenses	\$ 38,601.91	\$ 3,000.00	\$ 2,450.00		\$ 5,450.00
	<b>EXPENSE</b>					
001-151-594	Other Contractual Services	\$ 168.00	\$ 1,000.00	\$ 2,450.00		\$ 3,450.00
	<b>TOTALS</b>			<b>OVERALL INCREASE</b>	<b>\$ 2,450.00</b>	
<b>Reason for Request:</b> (Show detailed justification)	Increase revenue and increase expenses to account for an increase in contractual services for facilities department.					
		Fund/Department #	001 / 445			
<b>(6)</b>	<b>2014 Facilities Project - Chancery Clerk Land Records</b>					
ACCT #	LINE ITEM	YEAR TO DATE EXPENSES	ADOPTED BUDGET	INCREASE	DECREASE	REVISED BUDGET
315-101-641	Building Supplies	\$ 29,392.66	\$ 191,629.00		\$ 44,950.00	\$ 146,679.00
315-101-920	Furn/Office Equip over \$5000	\$ -	\$ -	\$ 44,950.00		\$ 44,950.00
	<b>TOTALS</b>		\$ 191,629.00	\$ 44,950.00	\$ 44,950.00	\$ 191,629.00
<b>Reason for Request:</b> (Show detailed justification)	To cover cost of purchase and installation of filing system.					
		Fund/Department #	001 / 445			
<b>(7)</b>	<b>EMA Grants Fund</b>					
ACCT #	LINE ITEM	YEAR TO DATE EXPENSES	ADOPTED BUDGET	INCREASE	DECREASE	REVISED BUDGET
	<b>REVENUE</b>					
044-000-241	Public Safety Grant Revenue	\$ 3,234.81	\$ 98,000.00	\$ 25,000.00		\$ 123,000.00
	<b>EXPENSE</b>					
001-288-587	Training & Registration	\$ -	\$ -	\$ 17,000.00		\$ 17,000.00
001-288-699	Other Consumable Supplies	\$ -	\$ -	\$ 8,000.00		\$ 8,000.00
	<b>TOTALS</b>			<b>OVERALL INCREASE</b>	<b>\$ 25,000.00</b>	
<b>Reason for Request:</b> (Show detailed justification)	Increase revenue and increase expenses to account for the new and Board approved grant.					

		Fund/Department #	101 / 530			Updated 7/15
(8)	County Parks & Greenways					
ACCT #	LINE ITEM	YEAR TO DATE EXPENSES	ADOPTED BUDGET	INCREASE	DECREASE	REVISED BUDGET
101-530-521	Legal Advertising	\$ 37.95	\$ 150.00	\$ 3,300.00		\$ 3,450.00
101-530-550	Legal Fees	\$ 1,650.00	\$ 10,000.00		\$ 3,300.00	\$ 6,700.00
<b>TOTALS</b>			\$ 10,150.00	\$ 3,300.00	\$ 3,300.00	\$ 10,150.00
Reason for Request: To cover cost for Board approved (1/17/2017) advertising.						

**b. SID Forfeitures**

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

Case #	Date Seized	Receipt #	Amount	Date of Forfeiture
2016-69291	12/31/2016	33059	\$ 920.00	2/7/2017
2017-0200	1/2/2017	33059	\$ 832.00	2/7/2017
<b>TOTAL</b>			<b>\$ 1,752.00</b>	

Transfer from Sheriff-Seized Fund (123-000-139) \$ 1,752.00  
 Transfer to Sheriff-Forfeiture Fund (120-000-238) \$ 1,752.00

**c. Final Inventory Disposition – Election Commission, Adult Drug Court**

FISCAL YEAR: 2016/2017  
 REVISED SEP 2015

~~PRELIMINARY~~ **FINAL** INVENTORY DISPOSITION 1 OF 1

DEPT: 180  
 NAME: Election Commission

NR - NON REPAIRABLE (GOOD)    R - REPAIRABLE  
 NR - NON REPAIRABLE    R - REPAIRABLE  
 DR - DECLARE AS SURPLUS    D - DOLLARS

ASSET #	DESCRIPTION	SERIAL #	REASON FOR DISPOSAL	UNIT	QUANTITY	LOCATION AT PRELIMINARY	PRELIMINARY APPROVAL DATE	DISPOSED BY	FINAL DISPOSAL LOCATION	DATE OF FINAL APPROVAL
43552	Dell Monitor-SITTING IN BOX	MX3H1TG 47601 23K 0036	MFG IN 2002 (NEVER USED)	02	50D	SECTION COMMISSION	2-16-17	S. Ferguson	CLERK	
43555	Dell Monitor-SITTING IN BOX	MX3H1TG 47601 23K 0036	MFG IN 2002 (NEVER USED)	02	50D	SECTION COMMISSION				
43553	BELL PC-SITTING IN BOX	50KNC11	MFG IN 2002 (NEVER USED)	02	50D	SECTION COMMISSION				
43556	BELL PC-SITTING IN BOX	06KMG11	MFG IN 2002 (NEVER USED)	02	50D	SECTION COMMISSION				

**AUTHORIZATION TO DISPOSE**  
 ISSUED BY: *Danny Klein* DATE: 1/19/17  
 APPROVED BY: *S. Ferguson* DATE: 2-9-17  
 REC'D BY: *Angie Tapley* DATE: 01/19/17

**INVENTORY CLERK INFORMATION**  
 PRELIMINARY PRESENT TO GOO: 2.6.17  
 FINAL PRESENT TO GOO: 2-21-17  
 DATE AND BY WHOM DISPOSED IN ASSET: [blank]  
 DATE AND BY WHOM ATTACHED: [blank]

**NOTES**  
 THESE MONITORS AND PCs WERE ADDED TO THE COUNTY'S INVENTORY AFTER BEING DISCOVERED DURING FY13 AUDIT. NOTES INDICATE THAT THEY WERE ORIGINALLY AT THE CITY OF HORN LAKE AND THE CITY OF OLIVE BRANCH. I DON'T KNOW WHY THEY

FISCAL YEAR: 2015/2016  
 REVISED SEP 2015

~~PRELIMINARY~~ **FINAL** INVENTORY DISPOSITION 1 OF 1

DEPT: 244  
 NAME: ADULT DRUG COURT

NR - NON REPAIRABLE (GOOD)    R - REPAIRABLE  
 NR - NON REPAIRABLE    R - REPAIRABLE  
 DR - DECLARE AS SURPLUS    D - DOLLARS

ASSET #	DESCRIPTION	SERIAL #	REASON FOR DISPOSAL	UNIT	QUANTITY	LOCATION AT PRELIMINARY	PRELIMINARY APPROVAL DATE	DISPOSED BY	FINAL DISPOSAL LOCATION	DATE OF FINAL APPROVAL
37086	HP OFFICEJET K660 PRINTER	MY82HS10YW	INOPERABLE / BEING REPLACED	06	2H	244 / ADC	2-6-17	A. Tapley	CLERK	

**AUTHORIZATION TO DISPOSE**  
 ISSUED BY: *Chris Smith* DATE: 01/19/17  
 APPROVED BY: *Angie Tapley* DATE: 2/10/17  
 REC'D BY: *Angie Tapley* DATE: 1/19/17

**INVENTORY CLERK INFORMATION**  
 PRELIMINARY PRESENT TO GOO: 2.6.17  
 FINAL PRESENT TO GOO: 2-21-17  
 DATE AND BY WHOM DISPOSED IN ASSET: [blank]  
 DATE AND BY WHOM ATTACHED: [blank]

**NOTES**

**3. Office of Procurement**

- a. Request to Approve Bid Specifications on Hot Asphalt Overlay Work – Bid File #17-300-018**
- b. Request to Approve Bid Specifications & Solicit Bids for STP-0017-00(039) – Pleasant Hill Road Trail and Connector, Delta View Bike Trail, and Hernando DeSoto River Park Overlook**
- c. Request to Approve Bid Specifications and Solicit Bids for Supply and Haul Dirt to the County Rubbish Pit – Bid File #17-341-001**
- d. January 2017 Procurement Card Purchases – Sheriff, Planning, IT**  
(this item was moved to New Business, H.17.)

**4. Road Department Safety Report**

**5. EMS Monthly Report – January 2017**

**6. MDOC Reimbursements – June - December 2016**

Supervisor Bill Russell made the motion and Supervisor Lee Caldwell seconded the motion to approve the actions and matters presented in the Consent Agenda and to move Item F.3.d. to New Business.

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>

Supervisor Medlin asked if the Budget Amendment for Sheriff’s Patrol came out of Ending Cash. Mrs. Lynchard stated it came out of the Forfeiture Ending Cash.

**See Exhibit F.**

**G. OLD BUSINESS**

**1. Historic DeSoto Foundation Local & Private Bill**

Mr. Nowak stated the most recent local & private has expired, and that the Board’s contribution last year was given through Advertising County Resources. He requested authorization to submit the Local & Private to authorize the County to donate an amount not to exceed \$35,000.00 annually, through calendar year 2019, to the Historic DeSoto Foundation, Inc.

Supervisor Bill Russell made the motion and Supervisor Lee Caldwell seconded the motion to approve the Local & Private Bill to authorize the County to donate an amount not to exceed \$35,000.00 annually, through calendar year 2019, to the Historic DeSoto Foundation, Inc.

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 G.1.**

## **2. DeSoto County Economic Development Council – Local & Private Bills**

### **a. Local & Private 2017**

Mr. Nowak stated this bill will replace one that has expired allowing the County to contribute an amount not to exceed \$25,000,000.00 to the DeSoto County Economic Development Council, Inc., for the purposes of furthering economic development projects.

Supervisor Bill Russell made the motion and Supervisor Lee Caldwell seconded the motion to approve the Local & Private Bill allowing the County to contribute an amount not to exceed \$25,000,000.00 to the DeSoto County Economic Development Council, Inc., for the purposes of furthering economic development projects.

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 G.2.a.**

### **b. Local & Private to Provide Funds and In-Kind (Revised)**

Mr. Nowak stated that the County had made contributions to DeSoto Greenways & Parks through the DeSoto County Economic Development Council, and if they had any intention to make contributions to the Economic Council for other reasons, it might be better to have a local and private in place rather than take it out of Advertising County Resources.

The Board determined that with Parks & Greenways now a County department, they did not think this would be necessary. No action was taken.

## **3. Walls Fire Department Flashing Warning Sign**

Road Manager Andy Swims asked to remove this item from the agenda as his department has not yet received cost estimates.

## **4. Software Bid Update**

IT Director John Mitchell stated he and the Procurement Department have been working with all the departments to get a software bid together. He stated Procurement has worked to get a list together of what the departments do and what they want the software to do. Procurement Specialist Karen McNeil stated she thinks they have all the specs together.

Mr. Mitchell stated the tax departments will have to be a different package, as well as the Circuit and Chancery Courts which are mandated by a State Court system. He stated Justice Court will be included with the County software update. Mr. Mitchell stated he felt good about what they have gotten together to send out to vendors.

Ms. McNeil stated Mrs. Lynchard came upon a contact that will look at the bid specs, and he is a third party person that will not be able to bid. Mrs. Lynchard stated he is a software vendor that visited Justice Court and brought a wealth of resources to that meeting. She stated he agreed to look at the specs as a 3<sup>rd</sup> party, not a vendor. Ms. McNeil stated he has good connections to vendors and he will give referrals to grow the vendor pool.

Supervisor Gardner asked what his fee would be. Mrs. Lynchard stated he is not charging anything. She said his offer was just to look at the bid and review it to be sure it would be feasible for vendors to bid. She further stated he told them one vendor was very hard to deal with, and it was a vendor the County was looking at. Ms. McNeil stated she will have a phone conference with him and take his comments into consideration. Mr. Mitchell stated he was here for the credit card talks, and he thinks the gentleman is making this offer to prove himself a positive vendor to the County. Supervisor Gardner asked Mr. Mitchell to check this person out thoroughly.

Mr. Mitchell and Ms. McNeil stated they are going out for quotes to be sure they can get good bids. Ms. McNeil stated most of these vendors are not used to bidding, as they usually deal with RFP's. Mr. Mitchell stated they want some good competition and good bids, and that he thinks this is a good process. He stated they used a similar technique with the phone system and the Chancery software. Ms. McNeil stated she thinks they will be ready to go out for bids by mid-summer.

Mr. Mitchell stated the Sheriff's Department has an integrated system that is countywide with all the law enforcement agencies. He said they would only use a general ledger & GIS interface.

Mr. Mitchell stated the Road Department is looking for a good fit for them as well. Mr. Swims stated there are several software systems designed specifically for public works operations, and they are currently trying to determine which is best and what will tie in with the new system.

Supervisor Mark Gardner made the motion and Supervisor Lee Caldwell seconded the motion to authorize the firm of Smith, Phillips, Mitchell, Scott & Nowak to be involved in the bid process for the County-wide Software Project.

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>

## **5. Facilities Update – Aviation Building**

Facilities Management Director Robert Jarman stated they are all moved in at the Aviation Building, everything fit nicely, and they have plenty of room to get around.

Supervisor Caldwell asked what the costs have been. Mr. Jarman stated the Sheriff contributed \$78,000 from forfeitures, the Road Department has contributed \$121,621 on the road and pad for the building, piping was put in for fiber optics, and Facilities put in about \$15,000 - \$20,000. He stated the Sheriff paid to have the fuel system moved and installed at about \$5,000 and paid \$2,700 for an additional driveway to access the fuel tank.

Supervisor Gardner asked if the pilots were satisfied with the lights. Mr. Jarman stated they like the lighting, but they would like to have a remote key for the landing lights. Supervisor Gardner

stated he would like to ask the Sheriff about that. He asked Mr. Jarman if the word was out to other agencies that this site is available. Mr. Jarman stated it is listed on the FAA site as a heliport, and Chief Storey is going to get the word out to the EMAs in the area.

Supervisor Medlin asked where the money for the road came from. Mrs. Lynchard stated it was allocated in the budget from Facilities to the Road Department.

Supervisor Gardner asked if the all-in cost of building, lighting, and road was about \$220,000. Mr. Jarman stated it was between \$220,000 and \$230,000.

The Board expressed their appreciation to Facilities and the Road Department for the work done and the quality of the work.

#### **6. 2:00 p.m. – Professional Services – Landers Center**

Supervisor Gardner stated he will talk with Mr. Mastery at the CVB about getting renderings for expansion ideas.

#### **7. Mississippi Development Bank Bonds**

Board Attorney Tony Nowak informed the Board that on December 5, 2016, the Board approved the intent resolution for MS Development Bonds, , which included reference a financial letter from Government Consultants, Inc. known as an IRMA letter He stated the letter was referenced in the minutes and resolution, but was not made part of the Board minutes. The bond attorney for MDOT requested the Board amend the December 5, 2016 minutes to include the financial letter from Government Consultants.

Supervisor Bill Russell made the motion and Supervisor Mark Gardner seconded the motion to amend the December 5, 2016 Board minutes to include the financial letter (IRMA letter) from Government Consultants regarding the MDOT bonds.

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.7.**

#### **8. Amendment to October 17, 2016 Minutes**

Mrs. Lynchard stated while researching grants it was discovered that the minutes did not reflect an item that was added and voted on regarding the closing documents for FY16 OP & DUI Grants.

The addition on October 17, 2016 was: Request for Approval for Board President to Sign Closing Documents for FY16 Occupant Protection & DUI Grants.

On October 17, 2016, Supervisor Caldwell made the motion and Supervisor Russell seconded the motion to authorize the Board President to sign the closing documents for FY16 Occupant Protection & DUI Grants. The motion was passed by a 5/0 vote.

Supervisor Jessie Medlin made the motion and Supervisor Lee Caldwell seconded the motion to make the correction to October 17, 2016 a part of the minutes.



The motion passed by a vote as follows:

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

**See Exhibit G.8.**

## **H. NEW BUSINESS**

### **1. DHS Economic Assistance Update**

Director of DHS Kristie Greer informed the Board that the Child Support office will officially be in their new building located at 165 West South Street, Suite 100 in Hernando on April 4, 2017.

Mrs. Greer informed the Board that MDHS is going in another direction to provide a holistic approach, working within families to help them get built up. She stated they are trying to change a train of thought by providing parenting classes and preparing young ladies for the workforce. Mrs. Greer stated they are working with Northwest Community College and Ability Works to help them get GEDs. She said they have so many people to get in the program, they have to split them up. She stated her vision is to have a room with computers to be able to have the GED program available for the ones that do not have transportation to other places, or access to computers. She stated they are also looking into transportation options. Mrs. Greer also expressed the desire to set up a clothing space to help the ladies be able to dress for interviews and jobs.

Mrs. Greer stated she wants the Board to be informed about the changes she is trying to make within the department, and to ask to utilize the space that Environmental Services vacated at the Health Department for the computer space, clothes closet, and resource space.

Supervisor Caldwell stated she applauded Mrs. Greer and her vision. She stated this is a dream that nonprofits and organizations in the County have had for some time. She stated it is very difficult to help people get off welfare; and that Mrs. Greer is trying to help, train, and teach them to get a job. Mrs. Greer stated she is training her staff to identify people to qualify for this, and she is trying to get her whole staff trained to be case managers.

Supervisor Medlin asked where the space is located. Mrs. Lynchard stated it is the east end of the Health Department building and is a fairly small space that is shared with the Health Department. She stated it has 5 offices and a reception area. Mrs. Greer stated it would give DHS an opportunity as a starting point to fully meet the needs of their clients. She said it would allow her staff to meet with clients and do follow-up. Mrs. Greer stated she is very passionate about this, and it starts with a train of thought. She stated you have to break the cycle that some clients have never lived outside of. She further stated the square footage would be added to the current square footage that DHS pays rent on.

Supervisor Lee asked if this program would be mandatory. Mrs. Greer affirmed, stating they already have some mandatory programs and some clients would be chosen from that current group.

Supervisor Caldwell stated she would like to get Mrs. Greer in touch with NFusion, Hernando Women's Group, and the Social Service Coalition to see if they could help with this program, as they have all expressed interest in doing something similar. Mrs. Greer stated they are working

with Families First and they are helping with daycare needs, as well as some church daycares that will work with the clients until they begin drawing a paycheck.

Supervisor Medlin stated he would like to see the space. The Board decided to go see the space at lunchtime.

During the site tour, Facilities Director Robert Jarman stated all that the space needed was a good cleaning and some paint. He stated there are no fiber optics for phone lines or internet in there, but he could get that done and the State will reimburse 85% of the cost.

Mrs. Greer stated her goal was to get clients off State assistance and be able to work to put money back into the system that has supported them.

After touring the site, Supervisor Lee Caldwell made the motion and Supervisor Bill Russell seconded the motion to approve DHS to utilize the space vacated by the Health Department's Environmental Services Department.

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. Animal Services - Permission to Participate in Ongoing Wings of Rescue Events**

Animal Services Director Monica Mock informed the Board there will be another Wings of Rescue event on March 8<sup>th</sup>, and requested the Board to authorize ongoing participation in upcoming events with Wings of Rescue.

Supervisor Medlin asked what the average cost to participate is and if the County provides the animal crates. Mrs. Mock stated Wings of Rescue provides the crates and they are reused each time. She stated they have to pick them up in West Memphis. Mrs. Mock stated the County provides an extra heartworm test at \$4 each and a Lefto shot at \$1 each. She said the main cost is to hold the animals for 2 – 3 weeks after they are identified to be eligible for the event. She stated that is not a hardship because the shelter is empty at this time.

Supervisor Russell expressed concern that an animal might be transported and then the owners come looking for them. Mrs. Mock stated animals are checked for microchips and then held at the shelter for a minimum of 10 days. She said they are they put on a Wings of Rescue spreadsheet and held for another 2 weeks.

Supervisor Gardner asked if the adoption rate on the receiving end was 100%. Mrs. Mock stated it is, as the animals are claimed from the spreadsheet before transport.

Supervisor Caldwell asked if the municipalities are participating. Mrs. Mock stated Olive Branch is looking into it, and she is talking with Southaven. She said Hernando is trying to go through Southern Friends to fund some of theirs. Supervisor Caldwell asked her to contact Horn Lake also. Mrs. Mock stated they have borrowed the County's E-Waste trailer to transport the animals to the airport. She also stated they have all the paperwork done prior to transporting the animals, so all they have to do is pull up and unload the animals to the correct plane.

Supervisor Caldwell asked if a citizen came to the shelter and wanted to adopt one of the animals scheduled for transport, would they be able to. Mrs. Mock stated if they are more than two

weeks from transport she will do that; but closer to time it is difficult because of the steps necessary to prepare the animals and the fact that they are spoken for on the other end.

Supervisor Lee Caldwell made the motion and Supervisor Jessie Medlin seconded the motion to authorize Animal Services to participate in ongoing Wings of Rescue events without the necessity of additional Board approvals, waive the adoption fees for each of the events, and authorize the extra shots and heartworm tests for each event; and have Animal Services report to the Board when events are coming up and give reports on numbers and costs of all events.

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.2.**

### **3. Office of Procurement**

#### **a. Request to Approve Bid Award for Bid File #17-200-003 – Computer Equipment for Sheriff’s Department Vehicles**

Procurement Specialist Karen McNeil stated they had a huge response to the bid request, and they recommend Zones as the overall low bidder. Ms. McNeil stated they wrote the bid specs to award in part or as a whole and they are recommending to award the bid in whole. Sheriff’s Dept. IT Specialist John Herring stated some devices are less expensive if purchased separately from each of the bidders. However, splitting up the purchase of each component creates a number of difficulties such as the timing of receiving each item, along with integration and compatibility concerns. He stated the 3-year Cloud Management was less expensive from Zones. Ms. McNeil stated it was in the best interest of the County to purchase all the parts from one vendor.

Supervisor Mark Gardner made the motion and Supervisor Lee Caldwell seconded the motion to award Bid File #17-200-003 for computer equipment for Sheriff’s vehicles to Zones as recommended, finding them to have the lowest and best qualified bid for the entire package at \$96,642.50, and acknowledging the need to purchase items as a package, and not individually, so the parts can be properly and timely integrated.

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.3.a.**

#### **b. Purchase over \$25,000 – IT – Storage Area Network**

IT Director John Mitchell stated this is the Storage Area Network (SAN) that he spoke to the Board about during the budget process. He stated they had talked about the location options; off-site with monthly recurring costs, and building up the Southaven sight to be able to store it there. He stated this is a one-time cost, to get the device and replication information off-site with no recurring costs. Mr. Mitchell stated this would position the County to go off-site in the future if

that was determined to be a better option, and not have the initial cost of the SAN. He stated his department could pick this device up and move it anywhere.

Supervisor Russell asked why IT was not locating the SAN somewhere else further away. Mr. Mitchell stated the recurring costs were \$3,000 to \$5,000 per month plus the initial cost of the SAN. He said this is basically a step between where we are to going farther away and incurring those recurring costs. He stated there will be a constant state of replication.

Supervisor Gardner asked if Mr. Mitchell could look at other counties, and possibly enter into an interlocal agreement to store the SAN. Mr. Mitchell stated he has begun talking with Lee County and on the Coast. Mrs. Lynchard stated there are only a handful of counties that have an IT system anything like DeSoto County. Mr. Mitchell stated the SAN would have to be purchased no matter where the off-site location is. He stated the total money for the device is from a low quote from CDW-G at \$87,754 and it will come out of the IT budget. He stated the other quote from Tintri was \$88,477.29. Mr. Mitchell stated the quotes came from EPO vendors, so it was only necessary to get 2 quotes.

Mr. Mitchell stated he did not want to commit the funds at the beginning of the year, but he said the budget year is far enough along that he feels comfortable spending the necessary funds for the SAN.

Supervisor Russell asked about the EOC. Mr. Mitchell stated there is not a lot of space there, and the unit has to have adequate cooling, connectivity, and it is very loud when operating. He stated he is trying to move the County along step by step to having information safe and secure. He stated he wants to be sure the system is safe, secure, and active with good power and connectivity.

Supervisor Bill Russell made the motion and Supervisor Michael Lee seconded the motion to go with the lowest and best quote from CDW-G at \$87,754 for the Storage Area Network as recommended by IT Director John Mitchell.

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 H.3.b.**

Supervisor Caldwell stated the County is looking at a new armory in the future and they want to help the County. She said she would talk to them about housing the unit.

**4. Office of Finance and Accounting**

**a. Inventory Dispositions – Preliminary – Sheriff’s Department**

Inventory Clerk Angie Tapley stated the disposition was for weapons to be traded in and miscellaneous broken items. Chief Deputy Macon Moore stated they were all seized weapons.

Supervisor Lee asked if they had to get judge’s signatures to dispose of them. Chief Moore stated when the case is closed they are forfeited to the custody of the Sheriff. He stated they can in turn do what they want with them. He stated they used to have to destroy all seized weapons,

but now they can trade them in or use them. Chief Moore stated they are trading these in for other equipment.

Supervisor Russell asked how they were assigned an asset number. Mrs. Lynchard stated when they are forfeited to the Sheriff's Department; they are assigned an asset number.

Chief Moore stated these weapons were seized in previous years, and the cases had just gone to court.

Supervisor Jessie Medlin made the motion and Supervisor Mark Gardner seconded the motion to authorize the preliminary inventory disposition for the Sheriff's Department 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 H.4.a.**

#### **b. Inventory Dispositions – Preliminary/Final - Facilities**

Mrs. Tapley stated a Facilities employee lost an I-Phone on the job and had completed an affidavit for the lost item. Mr. Jarman was contacted and said the phone was pinged by IT, but they never could locate it. He stated this is an active employee.

Supervisor Michael Lee made the motion and Supervisor Bill Russell seconded the motion to acknowledge the preliminary/final inventory disposition of the lost phone from Facilities as presented by Mrs. Tapley.

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.b.**

#### **c. Updated List of Unmarked Cars**

Mr. Nowak stated all vehicles owned by the County have to have certain markings, but there is a provision that allows the Board of Supervisors to exempt certain vehicles providing reason for justification of exemption. He stated the Board has to decide why vehicles need to be unmarked and if it complies with the statute.

Chief Deputy Moore stated some of the cars were handed down from narcotics and just never got marked. He stated he would sit down with the list and revise it as needed.

Mrs. Lynchard stated the next step is to send the list to the Auditor's Office, so there is not a time constraint.

Supervisor Jessie Medlin made the motion and Supervisor Mark Gardner seconded the motion to hold this item over to the next Board meeting so that proper information regarding the need for unmarked vehicles can be provided.

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.c.**

#### **d. Claims Docket**

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

#### **Supervisor Jessie Medlin asked about the following claims:**

Page 44 – Cougar Chemical – Chief Moore stated that was for a pressure washer.

Page 70 – Red Banks & Getwell paving bill for Waggoner – The invoice showed 98.10% paid.

#### **Supervisor Mark Gardner asked about the following claims:**

Page 7 – The Atlantic Group - \$14,989.77 – Mrs. Freeze said that was for the first payment for aerial photography.

Page 11 – Upchurch \$4,843 – The invoice showed work at the Animal Shelter.

Page 16 – Next Step Innovation – Aruba – Mr. Mitchell said that was for 5 network switches. He stated this was one of the divisions in Hewlett Packard that changed names.

Page 41 – EMA – WW Grainger – The invoice showed welding supplies for Civil Defense. Mrs. Lynchard said they have been doing a lot of welding at the EMA Training Center.

Page 43 – F250 – The description said Facilities.

Page 58 – Motorola – The invoice showed 24 radios. Supervisor Lee stated the money was moved from Love Fire Dept. Mrs. Lynchard stated there were 3 radios per station, 2 handhelds and 1 mobile.

Page 59 – Gray Daniels – Mrs. Hanks stated 19 were ordered out of the budget. These 11 were paid out of forfeitures, and the other 8 came from the budget on page 33. Chief Moore stated they are just now coming in.

Page 63 - \$95 Muck Boots for Andrea Black – Mr. Swims stated she is going out and inspecting some drainage issues in the field several times a week. He stated Muck boots last much longer and roll down so they can be used throughout the year. He stated they have compared prices, and Co-Op gives them a good price. Some Board members felt someone not using them all the time could use cheaper boots. Mr. Swims stated the Road Department has a standard boot, so no one has better boots than anyone else.

**Supervisor Russell had no questions.**

#### **Supervisor Caldwell asked about the following claims:**

Page 5 – Card Services \$3,669.73 – Mrs. Lynchard stated two quotes are not necessary below \$5,000.

#### **Supervisor Lee asked about the following claims:**

Page 5 – Travelers – Civil Rights violation – Mr. Nowak stated Mr. Wood is a current inmate with MDOC, and his attorney has filed a motion to dismiss that this is a valid claim.

In accordance with Section 19-13-31 and Section 19-11-23 of the Mississippi Code Annotated, Supervisor Jessie Medlin made the motion and Supervisor Lee Caldwell seconded the motion to approve the claims docket and 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>NO</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 Gardner stated he was opposed to the purchase of the Muck boots.

## **5. Contract Administration**

### **a. IT – Progressive Technologies**

Mr. Mitchell stated this is a similar contract with other vendors to give support for data systems. He stated they deal with several vendors, and this one would be for smaller jobs.

Supervisor Jessie Medlin made the motion and Supervisor Mark Gardner seconded the motion to authorize the contract with IT and Progressive Technologies 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 H.5.a.**

### **b. Sheriff’s Department – Affiliation with Northwest for Nurses to Make Rounds at Jail**

Mr. Nowak stated the Sheriff has a similar agreement in place with Northwest for Law Enforcement students, and Northwest has contacted them about starting a program to let nursing students shadow nurses at the jail.

Supervisor Gardner asked if the students were subjected to the same background checks as nurses. Mr. Nowak stated the agreement calls for background checks. He also stated both agreements allow the Sheriff to remove anyone from the program at any time.

Supervisor Russell questioned the liability this presented. Mr. Nowak stated the nursing students do not do anything directly with the prisoners, they just watch. He stated they have to provide their own insurance. Mr. Nowak also stated there are provisions within the agreement to help protect the County.

Supervisor Bill Russell made the motion and Supervisor Mark Gardner seconded the motion to authorize the affiliation agreement with Northwest regarding nursing students shadowing nurses at the jail 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 H.5.b.**

## **6. Human Resources**

**a. Humana New Case Document – Signature Needed**

Human Resources Director Vickie Richmann stated they have completed the renewal of insurance, and this is an insurance file which all codes are paid from. She stated this form is done each year; and this year the colonoscopy change will be included, as well as the changes in prescription drugs.

Supervisor Gardner asked if the changes have been communicated to all employees. Mrs. Richmann stated they talked to people about it at open enrollment; it has been in the newsletter once and will be again in March, the new employee books have all been delivered, and they are still doing a campaign to meet with all employees. Supervisor Gardner suggested an all user email. Mrs. Richmann said she will do that. She also said Humana is sending out a letter to each individual identifying their meds and how it will affect them individually.

Supervisor Jessie Medlin made the motion and Supervisor Lee Caldwell seconded the motion to approve the Humana New Case Document and authorize the Board President to sign the new case document.

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.6.a.**

**b. Humana Banking Agreement – Signature Needed**

Mrs. Richmann stated this agreement is also signed at the start of a new plan year. Supervisor Medlin asked what the \$21,200 amount was. Mrs. Richmann stated they will put that much more in the bank account to sit there, as a cushion. She stated Humana thought the County needed a little more cushion.

Supervisor Jessie Medlin made the motion and Supervisor Lee Caldwell seconded the motion to approve the Humana Banking Agreement with the \$21,200 increase and authorize the Board President to sign the agreement.

The motion passed by a vote as follows:

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

**See Exhibit H.6.b.**

**7. Request for Travel**

**a. Economic Council Capitol Breakfast – March 2<sup>nd</sup> – Travel on March 1<sup>st</sup>**

Supervisor Lee Caldwell made the motion and Supervisor Jessie Medlin seconded the motion to authorize travel for the Board and County Administrator March 1<sup>st</sup> and 2<sup>nd</sup> to the Economic Council Capitol Breakfast.

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

**b. Blue Ribbon Trip to Washington – April 5-7**

Supervisor Lee Caldwell made the motion and Supervisor Jessie Medlin seconded the motion to authorize travel to Washington, D.C. to meet with legislators for the Board, County Administrator, and Board Attorney.

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

**c. Recycling and Keep MS Beautiful Conference – March 2<sup>nd</sup>**

Supervisor Lee Caldwell made the motion and Supervisor Jessie Medlin seconded the motion to authorize travel to the Recycling and Keep MS Beautiful Conference in Jackson, MS on March 2<sup>nd</sup> for the Board, County Administrator, and Environmental Services staff.

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

**8. Fire/EMA**

**a. Authorize to Bid for Sale of Radios**

Mrs. Lynchard stated that Chief Storey found out the radios may have value to sell them, but they are of no value to DeSoto County because of the encryption. She stated the Fire/EMA committee suggested that some counties were not encrypted and they might use them.

Supervisor Gardner stated he did not realize Civil Air Patrol was not a government entity, and the County cannot donate the radios to them. He stated there would have to be a Local & Private to donate to them or they would have to pay fair market value.

Supervisor Medlin expressed his desire to donate the radios to another county that might need them.

Supervisor Lee Caldwell made the motion and Supervisor Michael Lee seconded the motion to authorize the County Administrator to get a list of the radios to go out for sale.

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

**b. Authorize Board Attorney to Work on Interlocal for Mutual Aid with Tate, Tunica and Marshall Counties.**

Supervisor Caldwell stated Chief Storey was interested in having interlocal agreements with surrounding counties to be sure DeSoto County people are covered if they go help in another

county and get injured.

Supervisor Lee Caldwell made the motion and Supervisor Bill Russell seconded the motion to authorize the firm of Smith, Phillips, Mitchell, Scott & Nowak to draw up the necessary interlocal agreements with Tate, Tunica and Marshall Counties as recommended by Fire/EMA.

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>

### **c. Countywide Smoke Detector Installation Day – March 11, 2017**

Supervisor Caldwell stated EMA has set March 11, 2017 as the Countywide Smoke Detector Installation Day. She stated the Red Cross will be here working with the fire departments. Supervisor Caldwell also noted the Fire/EMA Department has received some grants, and the participating fire departments will be Eudora, Bridgetown, and Lewisburg. She stated they will need volunteers, so Volunteer Northwest MS should be contacted, the information should be put on the website, and a press release needs to go out. No Board action was required.

### **9. Planning Commission – Organizational Chart & Job Descriptions**

Mrs. Lynchard stated with the pending retirement of Connie Scott, Planning Director Bennie Hopkins and Assistant Director Austin Cardosi have been working on a modification of job descriptions and an organizational chart that works. She stated the Office Manager's purpose will be to assist the Director and Assistant Director.

Mrs. Lynchard stated Mr. Hopkins is submitting a revised organizational chart and revised job description for the Office Manager, previously called Operations Manager. She stated they were receiving resumes from as far away as Washington State because of the misunderstanding of responsibilities. She stated this will put some oversight to the Building Inspector that was previously in the Operations Manager's job description.

Mrs. Lynchard stated when the County started doing revisions of the organizational charts, they knew the days were over when a new job description came out each time a job became available. She stated the department looks at the job description each time to see if it needs any revision.

Mr. Hopkins stated they have about 30 applicants for the position and several very strong applicants.

Supervisor Jessie Medlin made the motion and Supervisor Mark Gardner seconded the motion to accept the Organizational Chart and Office Manager job description as submitted by Mr. Hopkins and Mr. Cardosi.

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.9.**

### **10. Sheriff's Range Fees Settlement**

Mrs. Lynchard stated Mrs. Freeze discovered that the range fees were being put in the forfeiture account, and they need to have an approved change in the process to have that money come in their monthly settlement to the County. She stated Mrs. Freeze has set up a new line on the

settlement sheet; and a new line on the revenue sheet where that money will be clearly defined. She stated, in this case, this money will go into revenues.

Chief Moore stated the auctioned items go to forfeitures if they were seized, and other auction items go into the general fund. He stated they were taking the range fee money to offset training funds.

Mrs. Lynchard stated she spoke to the auditor; and he said to change it going forward and it would be okay.

Supervisor Mark Gardner made the motion and Supervisor Lee Caldwell seconded the motion to move the range fee revenue from the forfeiture account to a monthly settlement to the general fund.

The motion passed by a vote as follows:

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

**See Exhibit H.10.**

### **11. Air Quality – Ozone Action Program**

Mrs. Lynchard stated she has received a letter from MDEQ asking if DeSoto County wanted to continue the Ozone Action Program, and she told them yes.

Supervisor Lee Caldwell made the motion and Supervisor Jessie Medlin seconded the motion to continue the Ozone Action Program through MDEQ.

The motion passed by a vote as follows:

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

### **12. Animal Services – Eagle Scout Project**

Mrs. Mock stated that Andrew Braddock had completed his Eagle Scout Project that provided a play structure for the dog yard built by BARK. She said Mr. Braddock had the whole scout troop working and when they turned the dogs out into the yard, the dogs loved the structure. She said they were running up and down the ramps and playing in the barrels. Mrs. Mock said it was a huge success.

Supervisor Medlin asked how the young man funded the project. Mrs. Mock stated he had a Go Fund Me Account, as well as donations from Lowe's and BARK. Supervisor Caldwell asked Mrs. Mock to get Mr. Braddock's address so the Board could send him a thank you.

**See Exhibit H.12.**

### **13. Holly Springs Road**

Supervisor Lee stated he would like the Board to approve a resolution for the County to participate in the State's bond program to try and take care of Holly Springs Road. Supervisor Medlin asked how that worked. Mrs. Lynchard stated every year, at the end of the session, legislators consider a bond bill where they put a variety of projects on the bond. She stated they are generally special projects for counties.

Supervisor Caldwell stated counties are asking for arenas, and aquatic centers, among other things. She stated they have asked for assistance with Holly Springs Road, but MDOT has pretty much said this is DeSoto County's problem. She stated the County has received about \$4,000,000 in federal funding, and it will be dead if the County does not move forward. Supervisor Gardner stated engineering and design work is done, so he questioned what the remaining price tag was. Mr. Swims stated it has been upped to \$14,000,000 - \$17,000,000. Supervisor Gardner said he felt this needed to be addressed. He said if the County needs \$17,000,000 and the State can provide any of it, it will be a help.

Supervisor Lee stated he would like to do a resolution to ask for a \$10 million State bond and the County will take care of the rest.

Supervisor Caldwell suggested wording the resolution to allow room to accept less. She stated it needs to go out today, as the legislature is looking at these requests.

Supervisor Medlin suggested pushing to do the work in phases. Supervisor Caldwell stated the big issue is the bridges they have to build and having the funds to be able to do more work after the bridges are done.

Supervisor Michael Lee made the motion and Supervisor Jessie Medlin seconded the motion to authorize the firm of Smith, Phillips, Mitchell, Scott & Nowak to draft a resolution asking the State to fund \$10,000,000.00 on Holly Springs Road and the County will make up the remainder.

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>

#### **14. Appoint County Fire Investigator**

Mrs. Lynchard informed the Board that Mr. Nowak had found that the County can only appoint one Fire Investigator, and the Sheriff would like to appoint EMA Director Chief Bobby Storey.

Supervisor Michael Lee made the motion and Supervisor Lee Caldwell seconded the motion to appoint Chief Bobby Storey as County Fire Investigator and authorize the Board President to sign the necessary forms.

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.14.**

#### **15. Aviation Building Inspection Committee**

Supervisor Lee Caldwell made the motion and Supervisor Michael Lee seconded the motion to appoint Supervisor Bill Russell and Supervisor Jessie Medlin to the Aviation Inspection 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 YES  
 Supervisor Lee Caldwell, Fourth District YES  
 Supervisor Michael Lee, Fifth District YES

**16. Facilities – Southaven Senior Center Building Use**

Mrs. Lynchard stated Dr. Whalen uses the Southaven Senior Citizens Center to evaluate people and help them file for disability. She stated he has refused to sign the Facilities form, but after he was locked out of the building, he signed a form to use the building on Fridays from 8-5.

Supervisor Caldwell stated he recruits people, and this is his business that he gets paid to do. She said he should have to pay to use the building. Mrs. Lynchard stated he is a contractor for the Department of Health. Supervisor Caldwell stated if he works for the Department of Health, he should work from their building.

Supervisor Russell stated he thought the County had a policy that a business could not use a County building.

Supervisor Lee Caldwell made the motion and Supervisor Mark Gardner seconded the motion to deny Dr. Whalen’s application for use of the Southaven Senior Citizens building and he can appeal to the Board if he so chooses.

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

**17. Procurement Card Log**

This item was removed from the Consent Agenda (F.3.d.). The Board reviewed the Procurement Card Log and determined the purchases made were according to the laws of the State of Mississippi.

January 2017

PROCUREMENT CARD LOG SHEET  
 CARD NUMBER: 4715 6215 8600 0011

Date Out	Time Out	Time In	Vendor	Department	Employee	Description of Purchase	TOTAL RECEIPT	Issues, if any
1/11/2017	4:00	1/12/2017	Big Lots	Sheriff	Ray Henley	furniture for Range	\$ 3,699.73	None
1/18/2017	9:15	10:40	Pearson Vue	Planning	Connie Scott	testing for Daniel	\$ 199.00	None
1/20/2017	11:38	11:43	Apple App Store	IT	Evan Rogers	App	\$ 32.09	Tax Charged

See Exhibit H.17.

**I. PLANNING**

**1. PUBLIC HEARING – 11:00 a.m.**

- a. **Zoning Map Adoption – 2016 Zoning Map Update - The Board of Supervisors will consider adopting an update to the DeSoto County Zoning Map to include all Rezoning applications approved by the Board of Supervisors in the year 2016.**

Supervisor Russell made the motion and Supervisor Caldwell seconded the motion to open Zoning Map Adoption Public Hearing advertised for this day.

**THE FOLLOWING ACTION WAS TAKEN ON THIS MATTER:**

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

Mr. Hopkins presented the request for the Board of Supervisors to adopt the 2016 Zoning map update to reflect the rezonings approved in 2016.

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

Supervisor Lee made the motion and Supervisor Russell seconded the motion to adopt the 2016 Zoning Map update as presented.

**THE FOLLOWING ACTION WAS TAKEN ON THIS MATTER:**

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

Supervisor Medlin made the motion and Supervisor Caldwell seconded the motion to close the Public Hearing advertised for this day.

**THE FOLLOWING ACTION WAS TAKEN ON THIS MATTER:**

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

**2. Consent Agenda**

- i. **Elroy Dockery Minor Lot, 1<sup>st</sup> Revision (7117) – Application is for final subdivision approval of 2 lots on 4.0 acres. Lot 1 is 1.46 acres and Lot 2 is 2.54 acres Identified as parcel #3-09-8-28-00-0-00018-01. Subject property is located on the north side of Cub Lake Road and east of Hwy 301 in Section 28, Township 3, Range 9 – District 4  
Applicant: Elroy Dockery**

Mr. Hopkins presented the Consent Agenda. He then stated the application meets all Subdivision Ordinance requirements.

Supervisor Caldwell made the motion and Supervisor Medlin seconded the motion to approve the Consent Agenda items as presented.

**THE FOLLOWING ACTION WAS TAKEN ON THIS MATTER:**

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

**3. OTHER**

- a. **Request for legal authorization – Zoning violations**

Mr. Hopkins stated the following addresses have no responded to certified letters notifying them of zoning violations.

- 812 Black Hawk / 8724 Green Duck – Class 8 Parking
- 6510 Liberty Estates – Class 8 Parking
- 6480 Liberty Estates – Parking in the grass
- 6802 Vaiden Road – Accessory structure – no permit
- 1750 Old Pigeon Roost Road – structure with no permit

At this time, we are requesting permission for the Board Attorney to pursue legal action.

Supervisor Russell made the motion and Supervisor Lee seconded the motion to authorize the Board Attorney to pursue legal action on the following addresses for zoning violations.

- 812 Black Hawk / 8724 Green Duck – Class 8 Parking
- 6510 Liberty Estates – Class 8 Parking
- 6480 Liberty Estates – Parking in the grass
- 6802 Vaiden Road – Accessory structure – no permit
- 1750 Old Pigeon Roost Road – structure with no permit

**THE FOLLOWING ACTION WAS TAKEN ON THIS MATTER:**

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

**b. January permit report**

Mr. Cardosi presented the January Building Permit report.

**c. Short term rental update / Committee appointment request**

Mr. Hopkins stated that in the process of updating the zoning ordinance, several questions concerning short term rentals have come up. Some of which include zoning district restrictions, parking requirements, certain Board approvals, etc. At this time, planning staff requests to set a Committee to discuss certain aspects of this portion of the Zoning ordinance in order provide feedback to CMPDD.

Supervisor Caldwell made a Motion and Supervisor Lee seconded the Motion to appoint Planning Staff, Vanessa Lynchard, Supervisor Russell, Supervisor Gardner and Tony Nowak to the committee to discuss short term rentals.

**THE FOLLOWING ACTION WAS TAKEN ON THIS MATTER:**

<b>FIRST DISTRICT SUPERVISOR, JESSIE MEDLIN</b>	<b>YES</b>
<b>SECOND DISTRICT SUPERVISOR, MARK GARDNER</b>	<b>NO</b>
<b>THIRD DISTRICT SUPERVISOR, BILL RUSSELL</b>	<b>YES</b>
<b>FOURTH DISTRICT SUPERVISOR, LEE CALDWELL</b>	<b>YES</b>
<b>FIFTH DISTRICT SUPERVISOR, MICHAEL LEE</b>	<b>YES</b>

There was discussion of if short term rentals could be restricted and ways of regulating short term rentals.

**J. EXECUTIVE**

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

Supervisor Jessie Medlin made the motion and Supervisor Michael Lee seconded the motion to adjourn the Board meeting until Monday, March 6, 2017, at 9:00 a.m.

The motion passed by a vote as follows:

Supervisor Jessie Medlin, First District	<u>YES</u>
Supervisor Mark Gardner, Second District	<u>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 21st day of February, 2017, these minutes have been read and approved by the DeSoto County Board of Supervisors.

---

Michael Lee, President  
DeSoto County Board of Supervisors